



SUWANNEE COUNTY SHERIFF'S OFFICE GENERAL ORDERS MANUAL

2017

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**SUWANNEE COUNTY SHERIFF'S OFFICE
GENERAL ORDER**

TITLE:	Purpose of the Manual
GENERAL ORDER:	000
EFFECTIVE:	July 5, 1998
RESCINDS:	All Previous
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A. PURPOSE:

This manual has been written and prepared by the Suwannee County Sheriff's Office for the purpose of increasing the level of professionalism and competency of the Sheriff's Office personnel.

The most effective approach to improving the operation and maintenance of the Sheriff's Office is that of trained and informed personnel. It is hoped that this manual will be an aid to increasing efficiency and job knowledge. The Sheriff's Office goal is to create a better understanding of Sheriff's Office policies and procedures and of principals of sound office administration.

Job knowledge and understanding are the first steps toward greater confidence and morale on the part of each employee and member.

B. SCOPE:

This manual applies to all Sheriff's Office members

**SUWANNEE COUNTY SHERIFF'S OFFICE
GENERAL ORDER**

TITLE:	Definitions
GENERAL ORDER:	100
EFFECTIVE:	July 8, 1997
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PAGES:	6

TITLE:

This Manual shall be known as the Suwannee County Sheriff's office Policy and Procedures Manual. It shall be referred to herein as "the Manual".

DEFINITIONS:

For the purpose of the Manual, the following words shall have the meanings herein assigned, unless apparent by the context that they have a different meaning.

PROVISIONS:

No provision or item is to be construed to mean something other than the plain meaning of the language used;

No provision or item is to be construed to defeat its obvious intent.

TENSES:

The present tense includes the past and future tenses and the future tense includes present.

GENDERS:

Unless specifically limited, the male gender will include female and neuter.

MANDATORY AND PERMISSIVE:

"Shall" and "will" are mandatory. "May" is permissive. "Should" is used where it is intended that while a procedure is not mandatory, it should be followed in the intent of the Sheriff's Office.

EFFECT OF TITLES:

Titles in the Manual's various subdivisions shall not govern, modify, or effect the scope of meaning or intent of any such volume, chapter, sections or subsection or item.

VALIDITY OF CONTENTS:

Any statements in the Manual found to be illegal, incorrect, or inapplicable shall not affect the validity of the remaining content.

ACTING: Temporarily serving in a position to which a member is assigned by a competent authority. All the authority, responsibilities and duties of the position to which a member is assigned an acting capacity will then be acquired by the member so assigned for length of time of the assignment.

ASSIGNMENT: Shall mean the location and/or type of work for which an employee is held responsible for successful performances thereof.

AUXILIARY DEPUTY: Shall mean those deputies who have completed the ninety-seven (97) hour required training course and are certified as such by the Florida Criminal Justice Standards and Training Commission. Auxiliary Deputy Sheriff's, as opposed to full or part-time, have no expressed arrest authority. They shall not carry weapons except when actually in an on-duty status as designated by the Sheriff. Utilization of Auxiliary Deputy Sheriff's services are confined within the framework of the following:

- a. Patrol operations performed for the purpose of detection, prevention, and suppression of crime or enforcement of the traffic or highway laws of this state and must be in the company and under direct control of a Deputy Sheriff certified under the Police Standards Act of 1967.
- b. Traffic direction control may be performed without immediate supervision provided; however, that supervisory control is exercised by a certified Deputy whose total span of control would be considered within reasonable limits.
- c. Crowd control assistance may be rendered for any special event which severely taxes or exhausts the manpower resources of an enforcement agency responsible for the welfare and safety of the assemblage.

Supervisory control will be exercised by a certified Deputy whose total span of control would be considered within reasonable limits. In the event of riot, insurrection, or natural disaster, Auxiliary Deputy Sheriff's assume all the rights, privileges, and responsibilities of full time Deputy Sheriffs and do not require supervision from certified full-time deputies to perform their duties.

CHAIN OF COMMAND: Shall mean that each member is responsible to superior officer of the next highest rank and responsible for those subordinate ranks.

CIVILIAN EMPLOYEES: Shall mean any Sheriff's Office employee except sworn Deputy Sheriff's or Correctional Deputy Sheriffs. Civilian employees may be uniformed or non-uniformed.

COMMANDING OFFICER: Shall mean any Deputy Sheriff or Correctional Deputy Sheriff or any other member or employee so designated by the Sheriff.

CORRECTIONAL DIRECTOR: Shall mean Jail Administrator of the Corrections Division.

CORRECTIONS FACILITY: This term shall mean the same as "jail."

CORRECTIONAL OFFICER: Shall mean any person certified through the Florida Criminal Justice Standards and Training Commission and assigned to the Corrections Section. The Oath of Office and the authority vested therein shall apply while in performance of the correctional mission.

COUNTY: Shall mean in the County of Suwannee

DEADLY FORCE: That which is intended or likely to cause great bodily harm or death. Deadly force includes firing a firearm at a person to be arrested or at a vehicle in which the person to be arrested is riding.

DEPARTMENT: Shall mean the Suwannee County Sheriff's Department.

DEPARTMENT PROPERTY: Shall mean county owned/leased property used by the Department.

DEPUTY: Shall be synonymous with Deputy Sheriff.

DEPUTY SHERIFF: Shall mean any Department employee who has taken an Oath of Office and who possesses the power of arrest. A Deputy Sheriff must meet the requirement of the Florida Criminal Justice Standards and Training Commission.

DIRECTIVE: A written Directive is any rule or regulation, General Order, Special Order, Procedural Directive, Training Bulletin, Daily Bulletin, Personnel Order, or memorandum issued by the Sheriff or on his authority or by a person herein authorized.

DUTY: Shall mean an obligation to do that which is prescribed or required.

EMPLOYEE: Shall mean broad, timeless, long term statements of intent.

GOAL: Shall mean broad, timeless, long term statements of intent.

HE, HIS: Shall mean masculine and feminine genders.

MANUAL: Shall mean a controlled and indexed collection of Department Directives, i.e. the Department Rules and Regulations Manual.

MEMBER: Shall mean any duly authorized Deputy Sheriff, Correctional Officer or employee in the Department.

NON-DEADLY FORCE: A quality of force which is neither likely nor intended to cause death or great bodily harm. Non-deadly force included the use of physical strength of skill or the use of mace, baton, or other such approved weapon.

OBJECTIVE: An objective is a desired end for which effort is expended and which, if attained, will fulfill the purposes of the Department. Within each objective, there may be a number of subordinate objectives, each of which, if attained, will contribute to the accomplishment of the law enforcement mission.

OFF-DUTY: Shall mean that period during which an employee is not actively engaged in the performance of assigned duties. Off-shift shall be interpreted as meaning off-duty.

OFF-DUTY LAW ENFORCEMENT SERVICE: Shall mean any law enforcement service rendered by a member during a period of time not within a regularly assigned tour of duty.

OFF-SHIFT: Shall be synonymous with the term off-duty.

OFFICER: Shall mean any member officer, irrespective of job classification or work assignment. The term officer shall be synonymous with Deputy Sheriff or Correctional Officer.

OFFICER-IN-CHARGE: Shall mean the ranking Department member or Correctional Officer involved in any given incident. If a supervisory officer is not present, the officer with seniority shall assume command until released by higher authority.

OFFICIAL CHANNELS: Shall mean through the chain of command.

ON-DUTY: Shall mean that period during which an employee is actively engaged in the performance of assigned duties.

ORDER: Shall mean lawful commands or instructions, oral or written, given by supervisors to members or employees of lesser rank.

OUTSIDE EMPLOYMENT: Shall constitute any type of work done in an off duty status and non-duty related that is not in conflict with Federal or State Statutes, local ordinance, Department written directives, or the Florida Commission on Ethics Opinions.

PART-TIME DEPUTY SHERIFF: Shall mean those Deputies certified by the Florida Criminal Justice Standards and Training Commission as part-time and who work with the Department on a less than full-time basis.

POLICE INCIDENT: Shall mean any occurrence or incident suggesting or requiring law enforcement action or services by members of the Department.

POLICY: Shall mean principles and values which guide the performance of a Department activity. Policy is not a statement of what must be done in a particular situation; rather it is a statement of guiding principles, which should be followed in activities which are directed toward the attainment of objectives.

Policy is formulated by analyzing objectives and determining through research those principles which will best guide the Department in achieving its objectives. Policy is based upon law enforcement ethics and experience, the desires of the community and the mandate of the law.

Policy is articulated to inform the public and employees of the principles which will be adhered to in the performance of the law enforcement function. Additionally, policy establishes operational standards to assist employees in the necessary exercise of discretion in discharging their responsibilities.

In the performance of duty, a Deputy Sheriff or Correctional Officer is confronted with an infinite variety of complex situations which require law enforcement action. Since policy is objective rather than situation oriented, it is broad enough in scope to encompass most situations. Policy, therefore, must be stated in general terms.

PRINCIPLE: Shall mean a logical, conceptual guide in the exercise of judgement, derived by evaluating experience with a view toward the attainment of objectives.

PROCEDURE: Shall mean a method of performing an operation or a manner of proceeding on a course of action. It differs from policy in that it directs action in a particular situation to perform a specific task within the guidelines of policy.

REGULATION: Shall mean a principle, rule, or law designed to control or govern behavior.

REPORT: Shall mean a written or verbal communication that relates to Department matters.

RULE: Shall mean a specific requirement or prohibition.

SENIOR OFFICER: Shall mean a Department member in any given rank with the longer service in that rank.

SHALL: Shall means must; a mandatory requirement.

SHERIFF'S RESERVE: Shall mean a unit comprised of Auxiliary or part-time Deputy Sheriffs who have met the requirements of the Florida Criminal Justice Standards and Training Commission. Members of this unit work on a part-time basis.

SHERIFF'S MOUNTED POSSE: Shall mean a unit comprised of part-time, Auxiliary, and honorary Deputy Sheriff's that is utilized as the Sheriff may so direct.

SHIFT: Shall mean an established daily tour of duty.

STANDARD: Shall mean any Deputy Sheriff or Correctional Officer which has been designated by the Sheriff.

SUPERIOR OFFICER: Shall mean any Deputy Sheriff or Correctional Officer which has been designated by the Sheriff.

THROUGH CHANNELS: Shall mean via the Chain-of-command.

UNINCORPORATED AREA: Shall mean any area within the defined boundaries of Suwannee County, Florida not within the Live Oak city limits.

VALUE: A quality of performance or accomplishment. Values are the basis for the determination of objectives and may be both ethical and functional.

WILL: Shall mean mandatory in nature.

ZONE: Shall mean a geographical area of assignment.

APPENDIX:

Many items of information, which would be of interest or importance to personnel, have no place in the body of the Manual. An appendix section will therefore be added. Each new entry will be indexed with capital letters in alphabetical order. The Appendix will help keep the Manual current and permit detailed information to be added without cluttering the body of the Manual.

**SUWANNEE COUNTY SHERIFF'S OFFICE
GENERAL ORDER**

TITLE:	Department Philosophy
GENERAL ORDER:	200
EFFECTIVE:	July 8, 1997
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Sheriff's Office Goal:

The goal of the Suwannee County Sheriff's Office is to enforce the law in a fair and impartial manner, recognizing both the statutory and judicial limitation of law enforcement authority and the constitutional rights of all persons. It is not the role of the Sheriff's Office to legislate, to render legal judgement, or to punish.

Sheriff's Office Objectives:

The objectives of the Suwannee County Sheriff's Office are:

EXTERNAL:

Prevention of Crime: The primary responsibility for upholding the law lies not with the law enforcement officer, but with the people. Since crime is a social phenomenon, crime prevention is the concern of every person living in society. Society employs full-time professional law enforcement officers to prevent crime, to deter it, and when it fails, to apprehend those who violate the law. Crime is a symptom of ills within society which is not the responsibility of the Sheriff's Office to cure. The Sheriff's Office is responsible; however, for interacting with the community to generate mutual understanding so that there may be public support for crime prevention. Community involvement is essential to facilitate a free flow of information between the public and the Sheriff's Office, to assist in the identification of problem areas, and to inform the public of crime statistics and trends. Additionally, knowledge of the community is necessary so that each employee may be instilled with a sense of concern for crime problems and law enforcement needs.

Deterrence of Crime: Street crime is curbed by the potential criminal's fear of immediate apprehension or by the increased likelihood of detection. Deterrence of crime requires the investigation of behavior which reasonably appears to be criminally directed. In deploying patrol forces to inspire public confidence in the Sheriff's Office's ability to ensure a peaceful environment, a balance must be struck between the desirable deterrent effect of visible patrol and the undesirable appearance of oppression.

Apprehension of Offenders: The administration of criminal justice consists of the identification, arrest, prosecution, punishment, and rehabilitation of the violator; the objective of which is voluntary compliance with the law. Once a crime has been committed, the duty of the Sheriff's Office is to initiate the criminal justice process by identifying and arresting the perpetrator, to obtain the necessary evidence, and to cooperate in the prosecution of the case. As the certainty of swift and sure punishment serves as an effective deterrent to crime, so must the Sheriff's Office strive to solve all crimes and bring the perpetrators to justice.

Recovery and return of property: The actual costs of crimes are difficult to measure since there cannot be a dollar value assigned to the broken bodies, ruined lives, and human misery which are the products. However, it is possible to observe the steadily mounting cost of lost and stolen property. This loss, as well as the other costs of crime, must ultimately be borne by the victims. To minimize the losses due to crime, the Sheriff's Office shall make every reasonable effort to recover the lost or stolen property, to identify its owner and ensure prompt return.

Movement of Traffic: To facilitate the safe and expeditious movement of vehicular and pedestrian traffic, the Sheriff's Office must exercise the responsibility for traffic law enforcement. To enforce compliance with traffic laws and to develop driver awareness of the causes of traffic accidents, the Sheriff's Office shall appropriately warn, cite, or arrest traffic violators.

Public Service: Often, because there are not other public or private agencies available, the public relies upon the Sheriff's Office assistance and advise in many routine and emergency situations. Saving lives, aiding the injured, locating lost persons, keeping the peace, and providing for many other miscellaneous needs are basic services provided by the Sheriff's Office.

Custodial and Correctional Services: protection against personal abuse at the hands of the To assure fair and humane treatment of all prisoners and/or others for which they are responsible, the Sheriff's Office correctional personnel shall strive to guarantee the offender's right of access to the courts, access to legal services, and access to legal materials. Furthermore, the Sheriff's Office shall provide offenders with living conditions that will provide staff and other inmates, healthful surroundings, medical care, and nondiscriminatory treatment. The Suwannee County Jail exists for the detention of persons as required by law. Confined in the Jail are persons serving time for crimes for which they have been convicted and others who are awaiting trial. Convicted prisoners are sentenced to jail as punishment, not for punishment and will be treated in such a manner as to provide maximum security in humane surroundings. The Jail exists solely to protect and maintain in the peace and security of the community. Inmates are to be treated in a humane and courteous manner without regards to the personal prejudices or feeling of the Correctional Deputy Sheriff or Deputy Sheriff.

Court Services: To help assure equal and fair treatment of all parties to criminal proceedings, the Sheriff's Office Court Services personnel shall strive to carry out their legally prescribed duties with fairness, objectivity, and compassion.

INTERNAL

Sheriff's Office Personnel: Law enforcement officers are frequently required to make decisions affecting human life and liberty with no opportunity to seek advice and little time to weigh alternatives.

Law enforcement requires that a Deputy have the stamina, intelligence, moral courage, and emotional stability necessary to deal with human beings fairly and impartially. To obtain the caliber of personnel necessary for professional law enforcement, it is essential that the Sheriff's Office aggressively pursue a program of providing equal employment opportunity throughout the recruitment, selection, and promotional processes.

Utilization of Resources: Law enforcement is one of the most expensive and complex services provided by the County. The quality and extent of service provided is limited by available resources. To ensure that the highest level of services are provided, the Sheriff's Office must make use of the most efficient management and budgeting techniques available.

STANDARD OF CONDUCT:

The Law Enforcement Code of Ethics is adopted as a general standard of conduct for members of the Suwannee County Sheriffs' Office.

LAW ENFORCEMENT CODE OF ETHICS:

"As a Law Enforcement Officer, my fundamental duty is to serve mankind; to safeguard life and property, to protect the innocent against deception, the weak against oppression or intimidation, and the peaceful against violence or disorder, and to respect the constitutional rights of all men to liberty, equality, and justice.

I will keep my private life unsullied as an example to all; maintain courageous calm in the face of danger, scorn or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed in both my personal and official life, I will be exemplary in obeying the laws of the land and the regulations of my Sheriff's Office. Whatever I see or hear of a confidential nature or that is confined in me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty.

I will never act officiously or permit personal feelings, prejudices, animosities, or friendships to influence my decisions. With no compromise of crime and with relentless prosecution of criminals, I will enforce the law courteously and appropriately without fear or favor, malice or ill will, never employing unnecessary force or violence and never accepting gratuities.

I recognize the badge of my office as a symbol of public faith and I accept it as a public trust to be held so long as I am true to the ethics of the police service. I will constantly strive to achieve those objectives and ideals, dedicating myself before God to my chosen profession... law enforcement."

**SUWANNEE COUNTY SHERIFF'S OFFICE
GENERAL ORDERS**

TITLE:	Formal Organization; Job Descriptions
GENERAL ORDER:	300
EFFECTIVE:	July 25, 1997
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PAGES:	3

ORGANIZATION:

The Suwannee County Sheriff's Office shall be composed of members and civilian employees. The Office shall be organized into such divisions, bureaus, sections, units and offices as may be established by the Sheriff.

JOB DESCRIPTIONS:

SHERIFF: Shall mean the person duly elected to the Office of Sheriff of Suwannee County.

Duties of the Sheriff: The Sheriff shall:

- Be conservator of the peace in Suwannee County
- Suppress tumults, riots, and unlawful assemblies in Suwannee
- County with force and strong hand when necessary
- Apprehend, without warrant any person disturbing the peace and carry him before the proper judicial officer that further proceedings may be had against him according to law
- Have authority to raise the power of Suwannee County and command any person to assist him, when necessary, in the execution of the duties of his office
- May appoint Deputies to act under him who shall have the same power as the Sheriff appointing them and for the neglect and default of whom in the execution of their office the Sheriff shall be responsible
- Administer the Office of the Sheriff
- Perform other related duties as required by competent authority

ACTING SHERIFF: In the event the Sheriff cannot be contacted in an incident pursuant to these rules and regulations, or in the absence of the Sheriff, or in the event the Sheriff is physically unable to assume the duties of his office; the command of the Office shall be assumed pursuant to the following lines of authority:

1. Chief Deputy
2. Senior Deputy

In the event none of the above can be located, the ranking officer available shall be considered the Acting Sheriff.

Duties of the Acting Sheriff: The acting Sheriff shall:

- a. Carry out the above listed duties of the Sheriff in his absence.

CHIEF DEPUTY: Suwannee County Sheriff's Office Command Staff shall mean the Chief Deputy.

The Suwannee County Sheriff's Office Command staff shall assist the Sheriff in the management of the Office of the Sheriff, counsel and advise the Sheriff when requested, perform other related duties as directed by the Sheriff.

COMMANDING OFFICER: Shall mean any Deputy Sheriff or Correctional Officer or any other member or employee so designated by the Sheriff.

SUPERVISORS: Shall mean member or employees who have as one of their major responsibilities the general authority in the interest of the Suwannee County Sheriff's Office to direct other employees or members; the review of grievances or the recommendation of such action of their performance. Supervisors shall assign, reward, supervise, and train subordinates. Supervisors shall recommend dismissal, transfers, suspensions, demotions, recalls and discipline.

GENERAL DUTIES OF SUPERVISORY MEMBERS:

DUTIES - CHIEF DEPUTY: The Chief Deputy shall:

- a. Assume command of, exercise leadership, and direct the operation of any assigned division within the Office.
- b. Train his immediate subordinates to be able to assume the duties and responsibilities of his office on a temporary or emergency basis.
- c. Perform other related duties as assigned by the Sheriff.

DUTIES - JAIL ADMINISTRATOR: The Jail Administrator shall:

- a. Assume command of, exercise leadership over and direct the operation of assigned section with the Corrections Department.
- b. Train his immediate subordinates to be able to assume the duties and responsibilities of his office on a temporary or emergency basis.
- c. Perform other related duties as directed by the Sheriff.

DUTIES - CLASSIFICATION OFFICER: A Classification Officer shall:

- a. Classify and house prisoners in the type quarters that best meet their needs and provides reasonable protection for the prisoners.
- b. Perform such duties as programs, records, and any other duties assigned by supervisors.

GENERAL DUTIES OF NON-SUPERVISORY MEMBERS:

DUTIES - DEPUTY SHERIFF: A Deputy Sheriff shall:

- a. Be assigned to any division, bureau, section, or unit within the Office.
- b. Perform such duties as required by office rules, regulations, and any other duties assigned by supervisors.

DUTIES - CORRECTIONAL DEPUTY SHERIFF: A Correctional Deputy Sheriff shall:

- a. Be assigned to the Correctional Section of the Suwannee County Sheriff's Office.
- b. Perform such duties as required by Office rules, regulations, and any other duties assigned by superiors.

DUTIES - PART-TIME DEPUTY SHERIFF: A Part-Time Deputy Sheriff shall:

- a. Be assigned to any division, bureau, section or unit within the Office on a less than full-time basis.
- b. Perform such duties as required by Office rules, regulations, and any other duties assigned by superiors.
- c. A part-time deputy when working shall be subject to the same rules of conduct as full-time members or employees.

DUTIES - AUXILIARY DEPUTY SHERIFF: An Auxiliary Deputy Sheriff shall:

- a. Perform such duties as required by supervisors and when working will be subject to the same rules of conduct as full-time members or employees.

DUTIES - SHERIFF'S MOUNTED POSSE MEMBER: A Sheriff's Mounted Posse Member shall:

- a. Perform such duties as required by the Sheriff. The Sheriff's Mounted Posse member when working shall be subject to the same rules of conduct as a full-time member or employee.

**SUWANNEE COUNTY SHERIFF'S OFFICE
GENERAL ORDERS**

TITLE:	Purpose, Issuing Authority, Distribution, and Responsibility of Maintenance & Compliance
GENERAL ORDER:	400
EFFECTIVE:	July 16, 1997
RESCINDS:	All Previous
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PAGES:	2

A. PURPOSE:

The purpose of this document is to establish policies, procedures, rules, and regulations governing appointees of the Suwannee County Sheriff's Office.

B. SCOPE:

This policy applies to all Sheriff's Office employees.

C. POLICY:

It is essential that all personnel be fully informed of all policies, procedures, rules, and regulations be formalized in written form so personnel may understand what is expected of them. All members shall comply with the General Orders established by the Suwannee County Sheriff's Office.

D. PROCEDURE:

Issuing Authority:

General Orders and Procedural General Orders can be issued by the Sheriff. Memoranda can be issued by the Sheriff, Supervisor, or Appointee with the Sheriff's approval.

Distribution of Orders:

All personnel shall be issued and sign for individual copies of each Sheriff's Office Manual. The personnel will be held responsible for knowledge of and compliance with the contents of the Manual.

Memoranda shall be distributed only to personnel affected by their contents.

All General Orders and Procedural General Orders shall be permanently maintained as prescribed later in this order. These orders remain property of the Suwannee County Sheriff's Office and must be returned upon an appointee's termination.

Responsibility of Maintenance and Compliance:

All General Orders and Procedural General Orders are considered permanently in effect until revised or canceled. All personnel, therefore, are required to maintain all General Orders and Procedural General Orders issued to them in a Manual provided by the Office or an electronic version.

E. RESPONSIBILITY:

All personnel are responsible for maintaining the General Orders and Procedural General Orders in the Manual in a proper condition. The General Orders, Procedural Orders and Manual are Office issued property.

All personnel are responsible for knowing, understanding and conforming to the contents of all orders issued. Any questions regarding these orders should be brought to the attention of the appointee's supervisor.

It shall be the duty of every member of the Sheriff's Office to thoroughly familiarize himself/herself with the provisions of this manual which specifically and generally deal with the duties of his/her rank, grade or position. Failure on the part of any member to acquaint himself/herself with the provisions of the Manual as hereby directed shall be considered neglect of duty and subject to disciplinary actions.

**SUWANNEE COUNTY SHERIFF'S OFFICE
GENERAL ORDERS**

TITLE:	Appointment Requirements
GENERAL ORDER:	500
EFFECTIVE:	March 27, 1998
RESCINDS:	All Previous
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PAGES:	6

APPLICATION ON FILE:

Each prospective appointee must have a completed Sheriff's Office employment application on file. These applications may be obtained from the personnel administrator at the Sheriff's Office.

Mandatory Drug Testing:

A law enforcement agency has a legal responsibility and management obligation to ensure the public safety by requiring that its appointees are free from drug dependencies, illegal drug use, or drug abuse.

A. Pre-appointment drug testing**1. The Suwannee County Sheriff's Office Shall:**

- a. Include the following statement on all job opportunity announcements: "Successful completion of a urine drug test is a condition of appointment with the Suwannee County Sheriff's Office";
- b. Inform selected candidates for approval positions of the office drug testing policy;
- c. Inform selected candidates that refusal to complete, sign and submit the Drug Testing Consent Form, failure to report to the designated laboratory within the allotted time period without adequate justification or refusal to submit to the specified laboratory's testing procedures will be grounds for discontinuation of the processing of his/her application for appointment;
- d. Request the selected candidate to complete and submit the appropriate copy of the Drug Testing Consent Form with the application.
 - A copy of the consent form will be retained by the selected candidate and presented at the specified collection site as authorization for testing.

B. Illegal use of controlled substance by Suwannee County Office Appointees.

- a. Sheriff or Chief Deputy will order a urine test on current members when reasonable suspicion of illegal use of a controlled substance exists.
- b. A positive result from the drug test can be grounds for immediate dismissal. The same urine drug testing requirements used for pre-appointment purposes will be utilized for internal investigations.

C. Drug Testing Requirements

1. Urine tests must be specific for at least the following controlled substances of types of controlled substances at or below the stated minimum level of detection (MLD), according to Florida Statutes.

a. Amphetamines	e. Cocaine Metabolite
b. Barbiturates	f. Phencyclidine
c. Cannabinoids	g. Benzodiazepines
d. Opiates	h. Methaqualone

2. All samples screened positive regardless on minimum level of detection shall be confirmed and identified by the chemical name using gas chromatography, mass spectrometry, or other independent scientifically rigorous method approved by the Suwannee County Sheriff's Office. The specific chemical name must be reported.

3. To insure proper identification and integrity of the urine sample the following will guide the sample collection by the vendor laboratory. Laboratory personnel will require driver's license verification or identification of applicants or other or identification of applicants or other means of identification suitable to the Suwannee County Sheriff's Office. The prospective Suwannee County Sheriff's Office appointee will present the copy of the signed Drug Testing Consent Form (part 1) with the completed medication information (part 2) to the laboratory collection site. This form will authorize the testing on behalf of the Suwannee County Sheriff's Office. The drug testing consent form (part 1 and part 2) should be attached to any other laboratory report forms and retained for record purposes. The prospective appointee must accurately complete any forms presented by the laboratory. The vendor lab will employ sufficient procedures to insure that the urine sample was provided by the proper person and that no alteration or substitution occurs in a medical setting and the procedures should not demean, embarrass, or cause physical discomfort to the person.
 To obtain the sample the following collection options may be utilized: Direct observation or; the person may submit to a voluntary search to insure that materials to substitute or alter the sample are not on their person or clothing or disrobe and then proceed to a private area devoid of any water or substance that may be introduced or substituted for the sample. Chain of custody documentation for the urine sample will be maintained from collection, to analysis, to destruction. The laboratory will maintain confidentiality of all analysis results and will report results only to the Suwannee County Sheriff's Office.

Persons authorized to request results are: The Sheriff and the Personnel Director.

The vendor lab must retain all positive samples for a period of at least one year. Appropriate laboratory personnel must be available for any eventual testimony should the need arise.

Medical and Psychological Examinations:**A. Medical Examination**

Pursuant to Police Standards requirements and in order to develop and retain a vigorous and healthy work force, the Sheriff's Office requires a pre-appointment medical examination which will be conducted by a designated physician. The Sheriff may also require any number of re-examinations at any time during appointment in order to determine an appointee's fitness for duty.

In the event a medical re-examination discloses a condition or state that, in the opinion of the examining physician, will not permit an appointee to continue appointment in his present classification he may be assigned to any available classification he's physically and mentally qualified to perform. In the event it is determined that an appointee is physically or mentally unfit for any classified position within the Sheriff's Office, he may be retired or separated from the service as provided by this manual.

When an appointee reaches the age of 55, or thereafter, the Sheriff may require an examination to determine the appointee's fitness for duty or continued appointment. The examining physician will be chosen by the Sheriff and the cost for the examination will be borne by the Sheriff's Office.

Initial Appointment

- A. All prospective appointees shall contact the Personal Director and complete all forms required by the Suwannee County Sheriff's Office and the Criminal Justice Standards and Training Commission. Under no circumstances will anyone be appointed, begin work, or receive pay until all requirements mandated by Florida Statutes, Criminal Justice Standards and Training Commission, and Suwannee County Sheriff's Office have been met.

Probationary Period for All Appointees

- A. All civilian and sworn personnel appointed by the Sheriff's Office will be classified as probationary appointees for a period of one (1) year, commencing with the date of such appointment.
- B. During this probationary period, the commanding Officer or other designated supervisor must observe the appointee's work habits, attitude, attendance, and other appropriate factors to determine if continued appointment in the position is mutually desirable.
- C. If an appointee's performance is unsatisfactory during his/her probationary period following appointment, he/she may be terminated without recourse, or his probationary period may be extended.

Oath of Office/Loyalty Oath

- A. All Deputy Sheriffs and Correctional Officers of the Sheriff's Office are to be sworn upon appointment and before being assigned to any duties in the office shall take and subscribe to an Oath of Office and a Loyalty Oath.
- B. All other members/employees of the Sheriff's Office who are not Deputy Sheriff or Correctional Officers shall be sworn upon appointment and before being assigned to any duties in the office, shall take and subscribe to a Loyalty Oath.

**OATH OF OFFICE
STATE OF FLORIDA**

COUNTY OF _____

I DO SOLEMNLY SWEAR OR AFFIRM that I will support, protect, and defend the Constitution and Government of the United States and of the State of Florida; that I am duly qualified to hold office under the Constitution of the State; and that I will well and faithfully perform the duties of _____ on which I am about to enter.

SO HELP ME GOD.

Employee Signature

Sworn to and subscribed before me this _____ day of _____ 20 ____.

Sheriff, Suwannee County Florida

The above oath is provided for in Article II Section 5(b) "Public Officers" of the Constitution of the State of Florida.

DRUG TESTING CONSENT FORM
PART 1

I understand that as part of the pre-employment process, the employing agency will conduct an in-depth background investigation in an effort to determine my suitability to fill the position for which I have applied. In keeping with the effort of the agency to identify the most qualified individuals for the criminal justice profession, I do hereby voluntarily consent to the sampling of a specimen of my urine and its analysis for evidence of the presence of controlled substances. I understand that refusal to supply the necessary samples may result in rejection of my application for employment. I further understand that the results of the testing may be utilized in conjunction with any other information developed during the pre-employment process to determine my eligibility for the position for which I have applied, and that written confirmatory laboratory reports may be subject to disclosure under Florida's Public Records Act. I hereby consent to the disclosure of the analysis results to the agency and to the Criminal Justice Standards and Training Commission.

Signature of Applicant

Date

Signature of Witness

Date

Witness, if applicant refused to sign, please check here ☐

**DRUG TESTING CONSENT FORM
PART II**

DRUG TEST AUTHORIZATION

_____ IS AUTHORIZED TO PROVIDE A 50 ML URINE
SAMPLE FOR TESTING FOR ILLEGAL CONTROLLED SUBSTANCES.

IMPORTANT

IF YOU HAVE TAKEN ANY MEDICATION AND/OR DRUGS OF ANY KIND IN THE PAST THIRTY (30) DAYS,
INDICATE BY CHECKING THE APPROPRIATE SPACES.

- | | | | |
|--------------------------|--|--------------------------|-------------------------|
| <input type="checkbox"/> | Over the counter medication (cough medicine, cold tablets, etc.) | | |
| <input type="checkbox"/> | Marijuana | <input type="checkbox"/> | Benzodiazepines(valium) |
| <input type="checkbox"/> | Phencyclidine(PCP) | <input type="checkbox"/> | Cocaine |
| <input type="checkbox"/> | Methaqualone | <input type="checkbox"/> | Amphetamines |
| <input type="checkbox"/> | Opiates(Heroin, Morphine, Codeine) | <input type="checkbox"/> | Barbiturates |

Others

Signature of Applicant

Date

Signature of Witness

Date

Witness, if applicant refused to sign, please check here ☐

Failure to accurately and truthfully complete this form will result in a rejection of your application. Be prepared to furnish valid prescription verification information if requested.

APPLICANT MUST TAKE THIS COPY TO LAB COLLECTION SITE.

**SUWANNEE COUNTY SHERIFF'S OFFICE
GENERAL ORDERS**

TITLE:	FSA –Promoting Safe Driving Habits in Suwannee County Sheriff's Office
GENERAL ORDER:	600
EFFECTIVE:	February 10, 2004
REVIEWED:	March 10, 2016, January 1, 2017
RESCINDS	All Previous
PAGES:	2

A. PURPOSE:

To establish model standards, policy, and training programs for operators of public safety vehicles which will maximize the safety of both the operators and public by minimizing crashes, damage and personal injuries.

B. SCOPE:

This order applies to all Sheriff's Office members.

C. FACTS:

Driving is one of the most hazardous tasks performed by law enforcement officers and non-sworn employee equivalents of a law enforcement agency. Property damage, injuries (minor and or serious), an deaths often result when vehicles are operated in a careless manner or when operators are distracted by tasks not associated with safe driving or equipment operations.

Operators of motor vehicles often cause or become the victims of traffic crashes due to poor defensive driving abilities and/or habits.

In recent years, law enforcement agencies within the State of Florida have consistently reported on increase in the instances of aggressive driving habits on Florida roadways.

D. POLICY:

All authorized operators of motor vehicles shall strictly follow and comply with all traffic statutes and regulations of the State of Florida and of any other state or political subdivision thereof when operating a vehicle.

Furthermore, all operators shall comply with all internal agency policies relating to the use and operations of said equipment while on or off duty, whether within the agency's geographical jurisdictions or not.

Examples of safe vehicle operations shall include, but not limited to:

- a. The maximum concentration of the operator on the driving task.
- b. Ensuring proper speeds are maintained in accordance with posted speed limits and/or in accordance with roadway and weather conditions.

- c. Ensure that proper speeds in excess of the posted speed limit are adhered to when operating a properly equipped emergency vehicle, during an actual emergency call for service, consistent with internal agency policies and state law. Ensure that proper speeds and vehicle tactics are maintained in accordance with driver and vehicle limitations.
- d. Ensure that proper habits are followed by not reaching for or using non-essential equipment that causes the operator to take his/her concentration away from the task of driving. (Such as the vehicle's non-emergency equipment, i.e., AM/FM radio, cellular phones, personal data devices, and laptop computers, etc).
- e. Participate in in-service training and/or retraining for all agency members authorized to operate motor vehicles.
- f. Only operating vehicles and other equipment for which the operator is properly licensed and qualified to operate.
- g. Taking the proper steps to ensure the desired pathways of travel are clear prior to moving the vehicle or equipment, and continuously checking and rechecking for other vehicles or obstacles.
- h. Ensuring that proper maintenance and service schedules are adhered to.
- i. Complete routine inspections on items such as tire pressure and fluid levels.
- j. Establish routine and regular supervisory vehicle and equipment inspections as established by individual agency policy.

E. MISSION STATEMENT:

To commit all members, volunteers, and other authorized operators of motor vehicles within the Suwannee County Sheriff's Office, to become community leaders in the area of motor vehicle operations and traffic safety, through courteous and professional driving practices, on and off duty.

F. OBJECTIVES:

- a. Establish, communicate, and reinforce expected driver behavior for all law enforcement personnel, to include sworn, non-sworn personnel, to include sworn, non-sworn personnel and other authorized agency drivers.
- b. Promote public safety by setting proper driving habits for all citizens to follow through the individual driving actions and behavior of agency personnel.
- c. Promote professionalism and safeguard agency integrity by complying with all traffic rules and statutes when performing non-emergency driving.
- d. Continuous strive to reduce costs and or eliminate property damage, injuries and liability associated with traffic crashes that are caused by inappropriate driver actions.
- e. Strive to eliminate complaints associated with improper driving actions and behaviors of law enforcement personnel through training, education and progressive discipline.
- f. Establish annual safe driving awards and recognition programs designated to reinforce desired driving actions and behavior.
- g. Since improper driving is a disciplinary issue, establish a notification process to report these actions as required by the Sheriff, however, this will not preclude the officer from taking appropriate action.

**SUWANNEE COUNTY SHERIFF'S OFFICE
GENERAL ORDERS**

TITLE:	Internal Investigation/Complaints
GENERAL ORDER:	700
EFFECTIVE:	March 27, 1998
RESCINDS:	All Previous
REVIEWED:	March 10, 2016, January 1, 2017
PAGES:	2

A. PURPOSE:

The purpose of this order is to ensure the integrity of the Sheriff's Office by establishing procedures that will assure the prompt and thorough investigation of alleged or suspected misconduct.

B. SCOPE:

This order applies to all Sheriff's Office members.

C. DISCUSSION:

There may be complaints lodged against this agency or its member and a structure must be in place to investigate these issues.

D. POLICY:

It shall be the policy of the Suwannee County Sheriff's Office to investigate complaints against the agency and its members. The agency will thoroughly, expeditiously, and impartially investigate complaints or cases involving the agency's integrity. The level of the investigation is determined by the agency, based on the seriousness of the complaint.

E. PROCEDURE:

1. INTERNAL INVESTIGATIONS

A. Complaints

All alleged, suspected, or known violations of office rules, regulations, or orders will be investigated. This shall include complaints made by any person regardless of how they are transmitted or communicated to the office.

Each complaint will be precisely documented as to:

- a. Who received it;
- b. Date, time and place where it was received;
- c. How it was communicated;
- d. The exact wording of the complaint;
- e. Full identification of the complaint, when possible
- f. The alleged violation and all evidence which may support it and the identity of all persons alleged to be involved or to have knowledge of facts.

Complaints involving personnel and officers of the office shall be promptly reported to the supervising officer of the person about whom the complaint is made. That supervising officer will determine, according to the seriousness of the complaint, the scope of the investigation.

2. INVESTIGATIVE PROCEDURES

1. All investigations will be conducted in a thorough and professional fashion.
2. If the complaint alleges a criminal violation, care shall be exercised to observe all rules of criminal procedure.
3. A complaint filed against a law enforcement officer, deputy sheriff, or correctional officer and all information obtained pursuant to the investigation by the agency of such complaint shall be confidential until the conclusion of the internal investigation or at such time the investigation ceases to be active without a finding of probable cause.
4. Complaints against other persons shall be afforded the greatest degree of confidentiality allowed by law.
5. When the act complained of is a crime and the evidence is such that had the act been committed by a private person it would have resulted in his arrest, the office will follow standard criminal procedure.

3. NOTIFICATION OF COMPLAINT

The person will be immediately informed about any complaint made against him or her, provided that such notice will not impede the investigation of an alleged crime. If such notice is delayed, the person shall be informed of the complaint as soon as appropriately possible thereafter.

**SUWANNEE COUNTY SHERIFF'S OFFICE
GENERAL ORDERS**

TITLE:	Communication and Correspondence
GENERAL ORDER:	800
EFFECTIVE:	December 16, 2016
RESCINDS:	All Previous
REVIEWED:	March 10, 2016, December 16, 2016
PAGES:	2

COMMUNICATION, CORRESPONDENCE RESTRICTIONS:

Members and employees shall not:

- a. Use Sheriff's Office letterheads for private correspondence.
- b. Send correspondence out of the office without following the approval format set forth in current office directives.

FORWARDING COMMUNICATIONS TO HIGHER COMMANDS:

Any member or employee receiving a written communication for transmission to a higher command shall in every case forward such communication where such employee or member has not received satisfaction at the level where such communication is halted. A member receiving correspondence from a subordinate directed to a higher command shall endorse it with written recommendation.

SHERIFF'S OFFICE ADDRESS (PRIVATE USE OF):

Members and employees shall not use the Sheriff's Office as a mailing address for private purposes. The Sheriff's Office address shall not be used on any motor vehicle registration or operator's or chauffeur's license.

RADIO DISCIPLINE:

Members or employees operating a Sheriff's Office radio either from a mobile unit or in the communications center shall strictly observe regulations for such operations as set forth in Sheriff's Office orders and by the Federal Communications Commission.

USE OF QUESTIONABLE LANGUAGE OR TERMS:

Employees shall not use language of a questioning nature, terms that may be interpreted as racial or ethnic slurs, or derogatory in nature in an Sheriff's Office communication whether verbal or written.

USE OF MILITARY TIME:

Employee shall in all official communications, use twenty-four (24) hour military time. Twenty-four (2) hour or military time begins at 0001 hours, or 1 minute past midnight and ends at 2400 hours or the following midnight. All times in between are referred to in sequential increasing increments followed by "hours". For example, 1015 A.M. is 1015 hours; 1:13 P.M. is 1313 hours; 5:00 P.M. is 1700 hours; and so on to midnight which is 2400 hours.

DATE FORMAT:

Employees shall in all official communications use the following date format. Month followed by day of the month, followed by year. For example January 14, 2003, 01/14/2003, 01-14-2003, 01/04/03 or 01-04-03

**SUWANNEE COUNTY SHERIFF'S OFFICE
GENERAL ORDERS**

TITLE:	Professional Conduct and Responsibilities
GENERAL ORDER:	900
EFFECTIVE:	March 31, 1998
RESCINDS:	All Previous
REVIEWED:	March 10, 2016, January 1, 2017
PAGES:	3

STANDARD OF CONDUCT:

Members and employees shall not engage in any conduct which constitutes neglect of duty, conduct unbecoming of an officer, or any act which is likely to adversely affect the discipline, good order, or reputation of the Office. This includes the Law Enforcement Officer's Code of Ethics as a general standard.

ASSISTANCE:

All members are required to take appropriate law enforcement action toward aiding a fellow peace officer exposed to danger or in a situation where danger might be impeding.

CODE OF CONDUCT:

Maintain a confident decisive attitude, but never be afraid to seek assistance if a problem seems beyond your ability to handle it. Maintain self-control and self-discipline at all times. A member who cannot control himself will not be able to deal with others. Never bully others nor make threats which cannot be carried out. A member who makes threats but lacks the ability to carry them out is inviting trouble. He will be ineffective in future efforts to control others. Never argue with others. The member who argues with another can only lose. All people will be treated impartially, regardless of race, sex, age, religion, creed or nature of crime. Members will be friendly but firm and uncompromising. The success in effectively running the Sheriff's Office will be determined to a considerable extent by the treatment of others, by their morale and their willingness to cooperate in a admittedly difficult environment. It is the job of each member to treat others in a humane, considerate fashion with intelligent use of discipline to maintain the safety and security of the citizens and Office staff.

DUTY RESPONSIBILITIES:

Members shall, at all times, respond to the lawful orders of superior officers as well as calls for law enforcement assistance from citizens. The administration's delegation of the enforcement of certain laws and ordinances to particular units of the Sheriff's Office does not relieve members of other units from the responsibility of taking prompt, effective law enforcement action within the scope of those laws and ordinances when the occasion so requires. Members assigned to specialized assignment when necessary. All members and employees shall perform their duties as required or directed by law, department rule, and Sheriff's Office policy or by order of a superior officer.

INSUBORDINATION:

Any member or employee who deliberately refuses or fails to obey any lawful order given by a superior officer or who engages in mutinous conduct such as showing gross and direct disrespect to a superior, shall be guilty of insubordination and in violation of this regulation.

QUESTIONS REGARDING ASSIGNMENT:

Members and employees in doubt as to the nature or detail of their assignment shall seek such information from their supervisors by giving through the chain of command.

KNOWLEDGE OF LAWS AND REGULATIONS:

Every member and employee is required to establish and maintain a working knowledge of laws ordinances in force in the county, the rules and policies of the Sheriff's Office and the order of the department and divisions thereof. In the event of improper action or breach of discipline, it will be presumed that the member was familiar with the law, rule, or policy in question.

OBEDIENCE TO LAWS AND REGULATIONS:

Members and employees shall observe and obey federal and state laws, local ordinances, rules and regulations of the Sheriff's Office and orders of the Sheriff's Office.

REPORTING VIOLATIONS OF LAW, ORDINANCES, RULES AND ORDERS:

Members and employees knowing of other members or employees violating laws, ordinances, or rules of the Sheriff's Office or disobeying orders shall report same in writing to the Sheriff through official channels unless otherwise directed by a superior officer.

CONDUCT TOWARD SUPERIOR AND SUBORDINATE OFFICERS:

Members and employees shall treat superior officers, subordinates, and associates with respect. They shall be courteous and civil at all time in their relationship with one another. When in the presence of other members, employees, or the public, officers shall be referred to by Deputy _____, Corporal _____, Sergeant _____, Lieutenant _____, Major _____, Chief Deputy _____, Sheriff _____. Mr _____, Mrs _____, etc

CRITICISM:

Members and employees shall not publicly criticize or ridicule the Sheriff's Office, its policies or other employees by talking, writing, or expressing in any other manner where such talking, writing, or other expression is defamatory, obscene, or unlawful.

MANNER OF ISSUING ORDERS:

Orders from superiors to subordinates shall be in clear, understandable language, civil in tone, and issued in pursuit of Sheriff's Office business.

OBEDIENCE TO UNLAWFUL ORDERS:

No member or employee is required to obey any order which is contrary to federal or state law or local ordinance. Responsibility for refusal to obey rests with the member.

Members and employees are reminded that the Sheriff may impose regulations in reference to the conduct of official duties that are more restrictive than laws while not in conflict with such laws.

OBEDIENCE TO UNJUST OR IMPROPER ORDERS:

Members or employees who are given orders that they feel to be unjust or contrary to rules and regulations, must first obey the order to the best of their ability and then may proceed to appeal as provided.

CONFLICTING ORDERS:

Upon receipt of an order conflicting with any previous order or instruction, the member or employee affected will advise the person issuing the second order of this fact. Responsibility for countermanding the original order or instruction then rests with the individual issuing the second order. If so desired, the latter command shall be obeyed first. Orders will be countermanded or conflicting orders will be issued only when reasonably necessary for the good of the Sheriff's Office.

REPORTS AND APPEAL-UNLAWFUL, UNJUST, IMPROPER ORDERS:

A member or employee receiving an unlawful, unjust, or improper order shall, at first opportunity, report in writing to the Sheriff through official channels. This report shall contain the facts of the incident and the action taken. Appeals for relief from such order may be made at the same time. Action regarding such an appeal shall be conducted through the Office of the Sheriff.

**SUWANNEE COUNTY SHERIFF'S OFFICE
GENERAL ORDERS**

TITLE:	General Conduct on Duty
GENERAL ORDER:	1000
EFFECTIVE:	June 1, 1990
RESCINDS:	All Previous
REVIEWED:	March 10, 2016, January 1, 2017
PAGES:	4

PROHIBITED ACTIVITY ON DUTY:

Members and employees are prohibited from engaging in the following activities while on duty with the exceptions as noted:

- a. Sleeping, loafing, idling;
- b. Recreational reading or activities, not in furthermore of official duty;
- c. Conducting private business;
- d. Carrying any article which distracts from the proper performance of law enforcement duties;
- e. Drinking intoxicating beverages (except in performance of a law enforcement duty, and then only with the specific consent of a commanding officer and never in uniform)
- f. Gambling, unless to further a law enforcement purpose.

LOITERING:

All members on duty or in uniform shall not enter taverns, theaters, or other public places except to perform a law enforcement task. Loitering and unnecessary conversation in such locations are forbidden.

NATIONAL COLORS AND ANTHEM:

Uniform members will render full military honors to the national colors and anthem at appropriate times.

RELIEF:

All members and employees are to remain at their assignment and on duty until properly relieved by another member or employee or until dismissed by competent authority.

MEALS:

Deputies may, subject to current work load, suspend duty for a meal period on one occasion during any tour of duty. Meal periods shall be taken within the assigned duty area of the member unless otherwise approved by his supervisor. Deputies on the same shift will stagger their meal times.

REPORTING:

Members and employees shall promptly submit such reports as are required in the performance of their duties or by competent authority. Preliminary reports will be written and turned in before the completion of the officer's shift.

ABSENCE FROM DUTY:

Every member or employee who fails to appear for duty at the date, time, and place specified without the consent of competent authority is "absent without leave." Such absences within the period of one day must be reported through channels and in writing to the Sheriff.

PHYSICAL REQUIREMENTS:

All members of the Sheriff's Office shall maintain good physical condition.

CONSUMPTION OF INTOXICANTS:

Members and employees shall not consume intoxicants while off duty to the extent that evidence of such consumption is apparent when reporting for duty or to the extent that ability to perform is impaired.

INTOXICATION:

Members and employees shall not at any time be intoxicated while on duty. They shall not at any time, on or off duty, be intoxicated in public view.

INTOXICANTS ON SHERIFF'S OFFICE PREMISES:

Members and employees shall not bring into or keep any intoxicating liquor on Office premises except when necessary in the performance of a law enforcement task. Liquor brought into Office premises in the furtherance of a law enforcement task shall be properly identified and stored according to current policy.

PRESENCE AT UNAUTHORIZED PLACES:

No member shall be present in any establishment or other place in or near his zone while on duty except for a legitimate law enforcement purpose. Possession of keys to any premises not belonging to the member in or near his/her zone without authorization of the Sheriff, shall be prima facie evidence of a violation of this subsection.

ADDRESS AND TELEPHONE NUMBERS:

Members and employees shall record their correct residence address and telephone number with the Sheriff. Members and employees are required to have telephones in the place where they reside. Change in telephone number shall be reported to the Sheriff within twenty-four (24) hours of the change. Address change shall be reported with forty-eight (48) hours. This shall be done in writing and within the specified time whether the member or employee is working or on leave.

RESIDENCY REQUIREMENT:

Effective with receipt of this manual, members and employees of the Sheriff's Office, during their term of service shall maintain a permanent residence within Suwannee County, Florida unless approved by the Sheriff.

STRIKE-WORK SPEED UPS PROHIBITED:

Members and employees shall not strike or participate in any form of work speed ups.

Strike shall mean:

The concerted failure of employees to report for duty; the concerted absence from their positions; the concerted stoppage of work by employees; the concerted abstinence in whole or in part by any group of employees from the full and faithful performance of the duties of employment with a public employer for the purpose of inducing, influencing, condoning, or coercing a change in terms and conditions of employment of the rights privileges, or obligations in a deliberate and concerted failure of employees to report for work after the expiration of a collective bargaining agreement; and picketing in furtherance of a work stoppage.

Work speed up shall mean:

The concerted acceleration or emphasis of a particular aspect of law enforcement work by employees especially relating to arrest, ticket issuance, towing vehicles, etc., with intent to induce, influence, or coerce a change in the conditions, compensation, rights, privileges, or obligations of employment.

IMPARTIAL ATTITUDE:

All members shall remain completely impartial toward all persons coming to the attention of the office and shall avoid the use of derogatory language or the use of terms or mannerisms that may be considered down-grading to fellow officers by the public.

CARING FOR LOST, HELPLESS, INJURED OR ILL PERSONS:

Members shall always be alert to assist lost, helpless injured, or ill persons. Every member shall maintain a proficiency in first aid techniques as taught in a law enforcement training school.

AVAILABILITY WHEN ON DUTY:

Members of the Sheriff's Office shall respond without delay to all calls for law enforcement assistance from citizens or other members. Emergency calls take precedence; however, all calls shall be answered as soon as possible consistent with normal safety precautions and vehicle traffic laws. Except under the most extraordinary circumstances or when otherwise directed by competent authority, no member shall fail to answer any land wire or radio directed to him. The communications center shall be informed by a member when leaving the air and when returning to a duty status.

COMPENSATION FOR DAMAGE SUSTAINED ON DUTY:

Members and employees shall not seek in any way or accept from any source, money or other compensation for damages sustained or expenses incurred by them in the line of duty without first notifying the Sheriff in writing.

USE OF CONTROLLED SUBSTANCES:

Habitual, abusive, or unlawful use of controlled substances is prohibited. Controlled substances shall not be kept on Sheriff's Office premises or in vehicles unless such substances are authorized by a doctor or are for a legitimate law enforcement purpose.

CIVIL COMPLAINTS:

All deputies should use caution and discretion when deciding to advise citizens that a particular complaint is a civil nature and not a criminal matter. A deputy may advise the citizen that they may want to contact an attorney in those cases where the deputy reasonably believes the complaint is of a civil nature or it may be necessary to direct the person to another agency, e.g. Division of Family Services. It is recommended that the deputy discuss the matter with his/her supervisor prior to advising the citizen as much as possible within their authority. In any case where it is questionable as to whether or not it is a criminal matter, the officer shall write a report and forward it through the proper channels to the State Attorney's Office for their review. Reports written as a result of a civil complaint shall be indicated as such within the report.

**SUWANNEE COUNTY SHERIFF'S OFFICE
GENERAL ORDERS**

TITLE:	Uniforms, Equipment, and Appearance
GENERAL ORDER:	1100
EFFECTIVE:	June 1, 1990
RESCINDS:	All Previous
REVIEWED:	March 10, 2016, January 1, 2017
PAGES:	3

POLICY:

Members shall be neat in appearance and well-groomed while in uniform. All articles of the uniform shall conform to the Sheriff's Office uniform regulations. Civilian clothing will not be worn with any distinguishable part of the uniform except as authorized by the Sheriff.

HAIR STYLES:

At all times, while on duty, unless expressly authorized by competent authority, all members and employees of the Sheriff's Office shall be well groomed and clean in their person and shall be smooth shaven and have their hair neatly trimmed, clean, and combed at all times. The bulk or length of their hair shall not interfere with the normal wearing of all standard head gear. Members shall conform to the following additional standards of appearance.

Male uniformed members shall not permit their hair to extend over the top of the ears nor lap over the shirt collar, nor bush out excessively from beneath the uniform hat when worn. Hair at the nape of the neck will be tapered up the back of the neck and not worn in bushy fashion. The neck may be shaved square if preferred.

Sideburns will be tapered to the contour of the head and neatly trimmed with no flair. Sideburns cannot be below the bottom of the earlobe and must be squared at the bottom.

WEARING THE UNIFORM:

Uniforms shall be kept neat, clean, and dry cleaned at all times. Unless otherwise directed by a commanding officer, members shall wear approved shoes or boots that are shined to a high gloss. While wearing the uniform, members shall maintain a military bearing, avoiding mannerisms such as slouching, shuffling and keeping hands in pockets.

Weapons will be worn at all times while in uniform by all employee/members, if part of his/her daily attire.

Shoes will be furnished by the member. All shoes including boots shall be black plain-toe military style with regular heels and no decorative stitching. Engineering or Wellington boots are permissible with toes plain and boot height ranging from 8 ½ to 10 inches. Shoe and boot toes shall not be less than two (2) inches wide at a point one (1) inch from tip of shoe toe. All leather or synthetic material must be a nature that accepts a reasonable shine and no buckle of any type shall show under the trouser when the member is standing.

Under no circumstances is the trouser leg to be tucked in the top of the boot or shoe unless the member is in a situation that would make it appropriate to do so, such as working an accident where grass is wet or water is prevalent. Plain black socks shall be worn with low quarter laced shoes. If for medical reasons white socks are needed, the member will be required to wear white socks under a black pair. Socks worn with boots may be of any color so long as they are not visible under the uniform trouser leg. If worn, white undershirts will not be visible at the neckline.

The only item of jewelry which may be worn with the uniform are a wristwatch, medical or identification bracelets, and not more than one conservative ring on each hand (wedding and engagement rings worn together shall be considered one ring). Pierced earrings for females are authorized when in uniform consisting of one (1) post per ear. No necklace, choker, chain, or medallion shall be worn around the neck where it is visible while in uniform.

If worn, cosmetics shall be subdued and blended to match the natural skin color of the individual. False eyelashes are prohibited. Fingernails shall be clear and trimmed, as not to extend beyond the tips of the finger. Fingernail polish, if worn shall be clear.

MANNER OF DRESS ON DUTY:

Normally members shall wear the duty uniform on a tour of duty; however, commanding officers may prescribe other clothing as required by the nature of the duty to which a particular member is assigned. When attending any designated public functions, i.e. funerals, appointments, or dedications, all uniformed members/employees of this office will be in full dress uniform, including long sleeve shirts and ties, unless otherwise directed by the Sheriff. The wearing of the Sheriff's Office insignia will be as illustrated on pages 6 and 7.

PROVISION OF FIREARMS:

Members are required to carry the firearm issued by the Office while on duty. Said firearm will be maintained in the same condition it was issued. The weapon will not be altered or modified without the approval of the Sheriff or his designee. The weapon will be kept clean and in good working condition. For any repairs the weapon will be turned in to Armorer.

HOLSTERS:

Shoulder holsters are prohibited except upon specific authorization of the Sheriff. Members are encouraged to wear a "strong side" holster while on duty; however, this is not a requirement under this section.

LONG GUNS:

The only approved weapons for on duty use, other than the service weapon, shall be a .12 gauge shotgun or rifle issued by this Office. Any other weapon shall be used only on the direct authority of the Sheriff or his designee.

OFF DUTY FIREARMS AND DEPUTY SHERIFF'S IDENTIFICATION:

Off duty members may carry an approved firearm and the official Sheriff's Office identification. The approved firearm which has been approved by the Sheriff or his designee. When so equipped, members will adhere to current Office directive on firearms and officer identification. The off duty member will carry his firearm concealed and will present identification upon request.

When any matter requiring law enforcement action comes to the attention of an off duty member who is not in possession of an approved firearm and police identification folder, that member shall, whenever possible avoid direct law enforcement action and instead shall notify the Office of the need for law enforcement assistance.

The only exceptions to the above requirements of carrying a weapon and official identification when off duty are as follows: when so attired so as to make carrying such items impossible such as at the beach or swimming.

CODE OF DRESS OFF DUTY:

All of us have a responsibility, as potentially recognizable law enforcement personnel, to dress in a manner to reflect favorably on the Office both in and out of uniform.

The choice or determination of what constitutes proper civilian clothing remains primarily with each employee. However, to provide guidelines, unacceptable appearance and items of clothing not to be worn inside the building of the Sheriff's Offices, courthouse, jail or cars by employees on or off duty are:

- a. Tank tops or halter tops
- b. Cut offs
- c. Swim wear
- d. Unusual hat
- e. Caps or head gear will not be worn in restaurants, the courtroom, or anywhere else that may show disrespect to the office
- f. Feet will be covered; sandals or moccasins are acceptable
- g. Tee-shirts with obscene or suggestive monograms
- h. Soiled clothing easily recognizable as such
- i. Beards, mustaches, or goatees except as authorized.

**SUWANNEE COUNTY SHERIFF'S OFFICE
GENERAL ORDERS**

TITLE:	Ceremonial and Funeral Detail
GENERAL ORDER:	1200
EFFECTIVE:	June 1, 1990
RESCINDS:	All Previous
REVIEWED:	March 10, 2016, January 1, 2017
PAGES:	2

1. ALL PERSONNEL IN UNIFORM (WITH OR WITHOUT HEADDRESS)

- a. "Retreat" When played as Prelude to "To The Color"
At the first note of music, face the flag (or music if flag is not in view) and stand at attention. Hold that position until last note of "Retreat" has been played.
- b. "To The Color" or "The National Anthem"
At the first note of music: If outdoors, render hand salute. If indoors stand at attention. Hold that position until last note of music has been played.
- c. When Un-cased Colors Pass by or When Passing Un-cased Colors
 1. Colors are passing: When colors are within six paces, if outdoors, render hand salute; if indoors, stand at attention. Hold that position until colors have passed six paces.
 2. Passing the Colors outdoors: When within six paces of the colors turn head in direction of the colors and render hand salute. Hold hand salute until six paces past the Colors.
- d. Military Type Funerals
Each time casket is moved, if outdoors, tender hand salute; if indoors, stand at attention.

2. ALL MALE PERSONNEL WEARING CIVILIAN CLOTHES WITH HEADDRESS

- a. "Retreat" When Played As a Prelude To "To The Colors"
At the first note of music, face the flag (or music if flag is not in view), remove headdress with right hand, and stand at attention. Remain at attention until last note of "Retreat" has been played.
- b. "To The Colors" or "The National Anthem"
At the first note of music: If outdoors, hold headdress over the heart. If indoors, stand at attention. Hold that position until last note of music has been played.
- c. When Uncased Colors Pass By or When Passing Uncased Colors are passing:
When colors are within six paces, if outdoors, stand at attention, remove headdress with right hand and hold over left shoulder with right hand over heart. If indoors, stand at attention and hold that position until colors have passed.
- d. Passing the Colors Outdoors –
When within six paces of Color, turn head in direction of colors, turn head in direction of Colors. Remove headdress with right hand and hold over left shoulder with right hand over the heart. Hold that position until six paces past the Colors.

- e. Cannon Salutes Rendered As Honor To A Person
At first note of music or first round of salute, face the ceremonial party and stand at attention. Hold that position until last note of music or last round of salute has been fired.
- f. Military Type Funerals
Each time casket is moved: If outdoors, stand at attention, remove headdress with right hand and hold over the left shoulder with right hand over heart. If indoors, stand at attention.

3. **CIVILIAN DRESS WITHOUT HEADDRESS**

- a. Reveille
At the first note of music, face the flag (or music if flag is not in view), and stand at attention with right hand over heart. Hold that position until last note of music has been played.
- b. "Retreat" When Played As Prelude to "To The Color"
At the first note of music, face the flag (or music if flag is not in view), and stand at attention. Remain at attention until the last note of "Retreat" has been played.
- c. "To The Colors" or "National Anthem"
At the first note of music, if outdoors, stand at attention with right hand over heart. If indoors, stand at attention. Hold that position until last note of music has been played,
- d. When Uncased Colors Pass By or When Passing Uncased Colors
Colors are passing: When colors are within six paces, if outdoors, stand at attention with right hand over heart. If indoors, stand at attention. Hold that position until colors have passed six paces.
- e. Cannon Salutes Rendered As Honor To A Person
At the first note of music or first round of salute, face the ceremonial party and stand at attention. Hold that position until last note of music or last round of salute has been fired.
- f. Military Funerals
Each time casket is moved: If outdoors, stand at attention with right hand over heart. If indoors, stand at attention.

3. **FUNERAL DETAILS**

- a. Traffic Control
Patrol cars will be parked off roadway with emergency lights on. Stand at parade rest. When lead vehicle comes within fifty paces, stand at attention with right hand over heart. (If headdress is worn, remove with right hand and place over left shoulder with right hand over heart.) Hold that position until the fourth vehicle after the funeral coach has passed, then return to parade rest until funeral procession has passed.

**SUWANNEE COUNTY SHERIFF'S OFFICE
GENERAL ORDERS**

TITLE:	Department Property and Equipment
GENERAL ORDER:	1300
EFFECTIVE:	June 1, 1990
RESCINDS:	All Previous
REVIEWED:	March 10, 2016, January 1, 2017
PAGES:	4

USE OF ISSUED AND/OR APPROVED EQUIPMENT:

When on duty and/or in performance of official duties, members shall use only that equipment issued by or approved for use by the Sheriff's Office.

To obtain Sheriff's Office approval for use of any equipment not issued by the Sheriff's Office, members shall request, in writing, approval from the Sheriff to utilize said equipment in performance of official duties. The request must describe the equipment involved, set forth any and all serial or identification numbers affixed thereto and explain in detail the need or reason the equipment and its intended use.

MAINTENANCE OF SHERIFF'S OFFICE PROPERTY:

Members and employees shall maintain Sheriff's Office property and equipment assigned to them in good condition. Members and employees shall inspect all Office equipment and/or property issued to them or provided for their use when on duty prior to going on duty and shall report to their commanding officer, in writing, any loss or damage to said Office equipment or property. Such reports shall be made as soon as possible after such damage or loss occurs or is discovered and shall in each event be reported before the end of the current tour of duty.

Any defects or hazardous conditions existing in any Office equipment or property coming to the attention of a member or employee shall be immediately reported to that member or employee's immediate supervisor.

NOTICES:

Members and employees shall not mar, mark, or deface any posted notice of the Sheriff's Office. Notices or announcements shall not be posted on Office bulletin boards without permission of a commanding officer. Information of a non-official nature, relating to personal business, will be posted only on bulletin boards so designated by the Sheriff.

CARE OF OFFICE BUILDINGS:

Members and employees shall not mar, mark, or deface any surface in any Sheriff's Office building. No material shall be affixed in any way to any wall in Office buildings without specific authorization from a commanding officer.

MANUALS MAINTENANCE:

All members and employees who are issued manuals are responsible for their maintenance and will make appropriate changes or inserts as they arise. Knowledge of the contents of the Manual lies solely with the individual.

SURRENDER OF OFFICE PROPERTY:

Members and employees are required to surrender all Office property in their possession upon separation from the Office.

TAKING SHERIFF'S OFFICE VEHICLES OUT OF SUWANNEE COUNTY:

Members or employees shall not take any Office vehicle out of Suwannee County unless in performance of official duties or directed to do so.

SAFE DRIVING OF OFFICE VEHICLES:

The operator of any Office vehicle shall operate said vehicle in a reasonable and safe manner, exercising due caution and judgement. He shall operate the vehicle in compliance with the motor vehicle laws and traffic regulations of the state, except when actually in pursuit of a violator or responding to an emergency. Members shall adhere to additional current Office Directive on high speed driving.

REPAIRS BY PRIVATE CONCERNS:

No repair work or service shall be performed on any Office vehicle except for minor repairs as authorized in emergency situations.

Repair work will be done by the authorizing dealership of the vehicle manufacturer or Suwannee County Public Works unless advised otherwise by the Sheriff or the Chief Deputy.

ALTERATION OF OFFICE VEHICLES:

Alterations of any kind shall not be performed on any Office vehicle by any person, firm, or concern unless specifically authorized authority.

TRANSPORTING CITIZENS:

Citizens shall be transported in Office vehicles only when necessary to accomplish a Sheriff's Office purpose. Such transportation will be done in conformance with Office policy or at the direction of a commanding officer, immediate supervisor, or communications unit. No family members or civilians will be permitted to ride in Office vehicles, when an officer is on a scheduled tour of duty, without prior approval from the Sheriff or Supervisor.

MANAGEMENT PERROGATIVE – OFFICE – ASSIGNED EQUIPMENT:

Members and employees are notified that equipment such as lockers, desks, files, and cabinets assigned to them as a condition of their employment are subject to inspection by the Office, with the authorization of the Sheriff, at any time with or without notice.

OFFICE TELEPHONES:

Members and employees are hereby placed on notice that all Office telephones are subject to being equipped with recording and/or listening devices upon the authorization of the Sheriff. Office phones are primarily intended for use in conducting Office business and any member or employee using such phones does so with the knowledge and understanding of the existence of this Office policy.

CARE OF VEHICLE WHILE EMPLOYEE IS ON ANNUAL LEAVE:

When a member or employee is assigned an Office vehicle and he/she will be in a leave status for more than three working days, the vehicle shall be left parked at the Suwannee County Jail, unless otherwise directed by a superior officer. All keys to ignition, trunk, and gas cap to any vehicle left at the Jail shall be left with the Chief Deputy in order to make the vehicle available for service and use, if needed.

USE OF OFFICE VEHICLE, OFF SHIFT-EMPLOYMENT:

The Office vehicle may not be utilized in connection with off shift employment when the employment is not directly related to the official law enforcement mission of the Office. In general, this will preclude the use of the vehicle while providing security for lounges, motels, parking details, store security, etc. If there is any doubt concerning the use of an Office vehicle in connection with off shift employment, the immediate supervisor should be consulted.

USE OF THE OFFICE VEHICLE WHEN OFF DUTY:

When employee/member checks 10-8 (on duty status) and he/she is scheduled to work, he/she will be fully equipped and prepared to carry out that day's duties, when the 10-8 is given. If an employee/member check 10-8 (on active duty) and isn't scheduled to work, he/she will be dressed in a manner to favorably reflect the Office. He/she will carry when off duty, approved firearm and identification so that if a situation occurs that would require his/her immediate attention and he/she would be properly dressed and prepared to represent the Office in a professional manner.

**SUWANNEE COUNTY SHERIFF'S OFFICE
GENERAL ORDERS**

TITLE:	Mission Statement
GENERAL ORDER:	1.01
EFFECTIVE:	October 1, 2010
RESCINDS:	All Previous
REVIEWED:	March 10, 2016, January 1, 2017
PAGES:	1

A. MISSION:

It is the mission of the Suwannee County Sheriff's Office to protect and serve our citizens by working to attain the highest level of professionalism and accountability. We will develop lasting partnerships with all governmental agencies and the Sheriff's Office, enhancing the quality of life of our citizens. Setting high professional standards of integrity, ethics and behavior will ensure a strong sense of trust and respect between the citizens and the Officers who serve them. It is our vision to build a team concept between the community and the Sheriff's Office providing the citizens of Suwannee County with an optimum level of protection and service.

B. INDEXING:

Mission Statement

APPROVED:

**SAM ST. JOHN
SHERIFF, SUWANNEE COUNTY**

**SUWANNEE COUNTY SHERIFF'S OFFICE
GENERAL ORDER**

TITLE:	Authority
GENERAL ORDER:	1.02
EFFECTIVE:	October 1, 2010
RESCINDS:	All Previous
REVIEWED:	March 10, 2016, January 1, 2017
PAGES:	3

A. PURPOSE:

The purpose of this order is to ensure that agency members are aware of the actions and attitudes expected of them and to provide the public with a general standard by which they can measure the performance of the agency.

B. SCOPE:

This order applies to all Sheriff's Office members.

C. DISCUSSION:

Florida State Statute mandates that deputies take and subscribe to the Oath of Office, and a Loyalty Oath, prior to appointment and before undertaking the duties of office. In addition, Chapter 30, F.S., mandates certain powers, duties and obligations to the Sheriff.

D. POLICY:

The Sheriff's Office operates pursuant to the authority vested in the Sheriff by the Constitution of the State of Florida, and Florida Statutes. The Sheriff appoints deputies to assist in the performance of his duties, and those deputies may use judgment and discretion in the execution of their duties.

E. DEFINITIONS:

Authority: The right to command and enforce obedience, the right to act officially.

Chain of Command: The unbroken line of authority extending from the Sheriff through a single subordinate at each level of authority, down to the level of execution and return.

Discretion: The authority to make decisions and choices. The exercising of sound judgment.

F. PROCEDURE:**CODE OF LAW ENFORCEMENT ETHICS**

Sworn deputies of the Sheriff's Office shall abide by the Code of Ethics.

STATUTORY AUTHORITY

Section 30.15, F.S., sets forth the powers, duties, and obligations of the Sheriff.

DISCRETION

F. S. 901.15 provides authority for law enforcement officers to make arrests. Deputies are encouraged to use discretion in the performance of their assigned duties, taking into consideration the conditions present at the time, the constraints of existing policy, statutes, laws, and ordinances pertaining to the situation, the available alternatives, and direction from supervisors.

1. Persons arrested for misdemeanors, county ordinance violations, or criminal traffic offenses, may be released at the scene of arrest, upon execution of a promise to appear in court, rather than be booked in the county jail, unless the arresting deputy has specific grounds to justify physical arrest and booking.
2. An accused who has been properly identified and refuses to sign a Notice to Appear or citation, or provide sufficient information for a Notice to Appear, shall be arrested, transported, and booked in the county jail.
3. The decision regarding an arrest should be made after careful consideration of the following:
 - a. Whether the arrest would cause a greater risk of harm to the public than not arresting the offender.
 - b. Whether the offense can best be dealt with through informal warnings, such as warnings or talking with the parents of a juvenile offender.
 - c. The seriousness of the crime committed.
 - d. Whether public empathy may be enhanced by careful use of discretion, and potential ill will can be avoided.

RELEASE ON SIGNATURE

If the arresting deputy plans to release the defendant after securing a signature on a Notice to Appear the deputy shall obtain positive identification from the accused.

ALTERNATIVES TO ARREST

Not all offenses require the incarceration of the offender. Alternatives to arrest and pre-arraignment confinement may be utilized. These include, but are not limited to the following:

1. The issuance of a citation, or Notice to Appear, for some misdemeanors or violations of ordinances, in accordance with the guidelines of this order.
2. Informal resolution of the problem.
3. A verbal warning prohibiting the conduct.
4. Referral of the subject to a community service organization.
5. Release of a juvenile to the custody of a parent or legal guardian.
6. Subjects committing offenses under the influence of alcoholic beverages, narcotics, or suffering from mental disorders may be referred to the appropriate treatment facility.
 - a. Deputies utilizing the Marchman Act shall complete an Offense/Incident Report and transport the subject to a detoxification facility or hospital.
 - b. Deputies utilizing the Baker Act shall complete an Offense/Incident Report and transport the subject to a designated receiving facility.

G. INDEXING:

Alternatives to Arrest
Arrest
Code of Ethics
Discretion
Statutory Authority

APPROVED:

SAM ST. JOHN
SHERIFF, SUWANNEE COUNTY

**SUWANNEE COUNTY SHERIFF'S OFFICE
GENERAL ORDER**

TITLE:	Use of Force
GENERAL ORDER:	1.03
EFFECTIVE:	October 1, 2010
RESCINDS:	All Previous
REVIEWED:	March 10, 2016, January 1, 2017
PAGES:	12

A. PURPOSE:

To establish guidelines and procedures for the use of deadly and non-deadly force by certified Sheriff's Office members.

B. SCOPE:

This order applies to all law enforcement, correctional deputies, and reserve deputies.

C. POLICY:

All members will act in good faith when using force and conform to the provisions of Florida Statutes and this general order. Members acting in their official capacity may use only the degree of force necessary to affect lawful objectives. This applies to both deadly and non-deadly force.

D. DEFINITIONS:

Aggressive Action: A physical assault against a member that could lead to severe physical injury.

Deadly Use of Force: The use of force in a defensive manner by a member to overcome a person's physical resistance to a member's performance of a legal duty, to protect a member or another person from physical resistance or acts of aggression that are likely to cause death or serious physical injury.

Exigent Circumstances: Something arising suddenly out of the current of events; any event or occasional combination of circumstances, calling for immediate action or remedy. A sudden and unexpected happening or an unforeseen occurrence or condition.

Great Bodily Harm: A bodily injury that creates a substantial risk of death, causes serious permanent disfigurement, or results in long-term loss or impairment of the functioning of any bodily member or organ. The phrases "great bodily harm" and "serious physical injury" are considered synonymous for purposes of this order.

Interview Stance: In such a stance the firearm or strong side leg is back; the non-firearm or support side leg is forward; the feet are about shoulder width apart; knees slightly bent, giving balance, control, and a lower body center of gravity; equally distributed body weight; and the hands are up for guarding the upper body.

Non-Deadly Use of Force: That defensive action that neither is likely nor intended to cause death or serious physical injury.

Physical Control: The necessary employment of law enforcement restraints and/or other use of force by a member without the use of intermediate or lethal weapons.

Physical Resistance: A physical attempt to resist or elude control of a member.

Reasonable Belief: The facts or circumstances a member knows, or should know, which are such as to cause an ordinary and prudent person to act or think in a similar way under similar circumstances.

Serious Physical Injury: A bodily injury that creates a substantial risk of death; causes serious, permanent disfigurement; or results in long-term loss or impairment of the function of anybody member or organ.

Use of Force: The use of force in a defensive manner by a member to overcome a person's physical resistance to a member's performance of a legal duty, to protect a member or another person from physical resistance or acts of aggression that are likely to cause bodily harm, or is used to apprehend a fleeing criminal suspect.

Verbal Resistance: A refusal to comply with lawful orders or commands. Verbal threats or assaults also are verbal resistance.

E. PROCEDURE:

GENERAL

1. No deputy will be allowed to make an arrest or carry a weapon, lethal or less lethal, or a firearm until he or she has:
 - a. This agency requires all sworn members to successfully complete the appropriate minimum state certification program per F.S. 943.13 (9), prior to assignment in any capacity in which the member is allowed to carry a firearm or is in a position to make an arrest, except as part of a formal field training program.

- b. No member, while exercising law enforcement authority will be authorized to carry any weapon, lethal or less lethal, with which they have not proven proficiency. Only less-lethal weapons meeting agency approval are used in the performance of duty. This applies both on and off duty. The firearms instructor will conduct a review and approval of all types of less-lethal weapons before carrying. A record of each type of approved less-lethal weapons will be maintained.
 - c. Members will be issued copies of and instructed in the agency's use of force policy before they are authorized to carry a weapon.
2. Only agency approved weapons, (lethal and less-lethal), issued ammunition and approved firearms are authorized for use both on and off duty, per F. S. 790.052, legal authority. While off duty, sworn members have the option to be armed and will use discretion as if on duty at all times. No weapon may be used on or off duty unless the member has proven proficiency prior to carrying.

DEADLY FORCE

Deadly force will be used only when the deputy reasonably believes that the action is in defense of human life. This includes the deputy's own life or in defense of any person in imminent danger of serious physical injury. Deadly force will not be used against a fleeing felon unless necessary to prevent the escape of the felon and, when feasible, some warning is given, and the deputy reasonably believes that the suspect poses an immediate significant threat of death or serious physical harm to the deputy or others; or, the deputy reasonably believes that the fleeing felon committed a crime involving the infliction or threatened infliction of serious physical harm to another person.

1. Unauthorized Use of Deadly Force: Members will not shoot "warning shots" under any circumstances.
2. Shooting of a Domestic or Agricultural Animal: Pursuant to F.S. 828.05, law enforcement officers are permitted to shoot and destroy a domestic animal that is suffering from an incurable or un-treatable condition, or is imminently near death from injury or disease or when the animal possesses an imminent threat towards any person or member. A deputy encountering such a situation will make every effort to contact the owner of the animal, the owner's agent, or a veterinarian before destroying the animal. A supervisor will be notified before the destruction of the animal and the incident fully documented in an incident report.

NON-DEADLY FORCE

When executing their legal authority, deputies will attempt to achieve control through verbal commands.

When control apparently cannot be achieved through verbal commands and there is:

- a. physical or nonphysical resistance to an arrest;
 - b. a threat to life or to the safety of the deputy or another person, but deadly force would be unnecessary; or,
 - c. a reasonable belief that they have exhausted alternatives or would clearly be ineffective; deputies will use only those non-deadly physical force/non-lethal weapons necessary to achieve control.
1. Use of Non-lethal Weapons: The type and degree of non-deadly physical force or non-lethal weapons used will be based on a reasonable belief of the need for such use, based upon the facts of each situation encountered.
2. Oleoresin Capsicum (OC) Spray:
 - A. General: OC spray is an approved intermediate weapon and constitutes a use of force by Sheriff's Office guidelines on non-deadly force.
 - B. Authorized Possession of OC Spray:
 - a. Members must complete an OC training program approved by the agency.
 - b. Members will carry only agency approved OC spray while on duty.
 - C. Discharging OC Spray:
 1. Members will use OC spray in the performance of official duties only under the following conditions:
 - a. When a person, who is about to be taken into custody, active physically resists or demonstrates the intent and capability to resist physically.
 - b. To defend the member, or another person, from what the deputy reasonably believes is the imminent use of physical force against other persons or property, or self-inflicted injury.
 - c. When an animal poses an immediate threat to the member or another person.
 2. A verbal warning will be issued to all persons about to be sprayed with OC before the discharge, unless the warning would provide a tactical advantage to the person being taken into custody.

3. Deputies should use bursts of one to two seconds or less, and the fewest number of bursts necessary, to effect temporary immobilization of the individual being sprayed. Use of OC spray will be discontinued once compliance is achieved.

D. Confronting Persons Armed with OC Spray:

1. Deputies should be aware that sprays of OC to the face could be immediately disabling. They should attempt to place themselves at a safe distance from the individual to avoid being hit by its discharge.
2. Deputies must evaluate all factors to determine the appropriate degree of force to use to gain control of the situation, which may include the use of deadly force.

INTERMEDIATE WEAPONS

Intermediate weapons provide a method for controlling a subject when deadly force is not justified and when empty hand control techniques are not sufficient to effect control. When an intermediate weapon is used for control, it should be with the intent to disable a subject temporarily and never with the intent of creating an injury. (When practical, members should use OC spray first, before resorting to M-26 Tasers, X-26 Tasers or K-9.)

1. Nothing in this procedure will prevent an authorized member from utilizing any readily available object as a substitute intermediate weapon during an emergency.

M-26 AND X-26 ADVANCED TASER

1. General: The Air Taser® is deployed as an additional police tool and is not intended to replace firearms or self-defense techniques. The Air Taser may be used to control a dangerous or violent subject when deadly physical force does not appear to be justified and/or necessary; or attempts to subdue the subject by other conventional tactics have been, or will likely be, ineffective in the situation at hand; or there is reasonable expectation that it will be unsafe for officers to approach within contact range of the subject. Only deputies who have satisfactorily completed the agency's approved training course shall be authorized to carry a taser. Recertification training and demonstration of proficiency shall be conducted once a year.
2. Authorized Possession of M-26 / X-26 Advanced Taser
 - a. Air Tasers shall be issued to and used only by officers who have completed the Department's Air Taser Training Program.
 - b. Only properly functioning and charged Air Tasers shall be issued for field use. Note: The battery checker should only be checked after the cartridge is removed.
 - c. Each discharge, including accidental discharges, of an Air Taser shall be investigated and documented via an incident report and use of force if applicable.

MEDICAL AID AFTER USE OF FORCE

Appropriate medical aid will be provided after use of lethal or less-lethal weapons, or other use of force incidents.

1. Medical treatment will be summoned immediately when a subject is injured or complains of an injury following the use of force.
2. When transportation to a medical facility is required, EMS or SCSO may do so, as circumstances dictate. SCSO personnel must accompany EMS personnel if the subject is under arrest.
3. The arresting deputy will notify booking personnel of any arrestee sprayed with OC.
4. Individuals who have been sprayed with OC will be provided with the following relief measures, when possible, after the subject has complied with the deputy:
 - a. Remove the subject from the area of exposure and place him or her in the fresh air.
 - b. Reassure the subject that the effects of OC spray are temporary and that the discomfort will diminish.
 - c. Provided the person is passive and conditions permit, subjects sprayed with OC should be allowed to face the wind. If possible, flush the subject's face with water or apply a wet paper towel to expedite recovery.
 - d. During transportation the subject should be monitored for breathing difficulty, nausea, or unconsciousness.
 - e. Never leave a subject unattended until he or she has completely recovered from the effects of the spray.
 - f. Individuals having trouble in recovering should receive medical attention if symptoms have not disappeared within two hours.
5. Persons who have been subjected to the AIR TASER or the probes shall be treated as follows:
 - a. Only Emergency Medical Services or Medical Staff may remove AIR TASER® probes that are embedded in soft tissue areas such as the neck, face and groin or the breast of a female, and determine if the person should or should not be transported to the hospital. Removal from other areas will be at the discretion of the on- scene supervisor.
 - b. If the probes penetrate the skin, the puncture sites shall be brought to the attention of the on scene supervisor and photographs taken.
 - c. If the probes used are no longer impaled in the skin, the on scene supervisor, medical staff or EMS (if applicable) will determine if the subject may be transported to the Detention Facility.
 - d. If applicable, and the subject has been released by EMS, the arresting officer shall obtain a signature from EMS before transporting to a Detention Facility.

- e. Officers must be aware that one easily overlooked aspect of injury in shooting a subject with an AIR TASER is that of falling from a standing position. A thorough physical examination with particular emphasis on injuries secondary to the fall should be performed. This is at the discretion of the on scene supervisor.
- f. Taser probes are a biohazard and shall be treated as such. After a deputy removes probes from a subject, the probes shall be handled in accordance with blood borne pathogens and exposure control procedures.

REPORTING AND INVESTIGATING USE OF FORCE INCIDENTS

Non-deadly Force: In every circumstance when a member uses non-deadly force, or takes any action resulting in minor injury or the likelihood of injury, or unintentionally discharges his or her firearm (without injury), the following will apply:

- 1. Member Responsibilities:
 - a. Immediately notify and inform the on duty supervisor of the circumstances surrounding the incident.
 - b. Photograph the suspect to document any visible injury at the time medical attention is administered. If no visible injury exists photograph the lack of injury as well.
 - c. Document the details of the incident in both an Offense/Incident Report and Use of Force Report form.
- 2. Supervisor Responsibilities:
 - a. The immediate supervisor will review the reports and related documentation for completeness and for conformance with agency policy on the use of force. If further investigation is warranted, the supervisor will notify the appropriate investigative units.
 - b. One copy of all reports related to the incident must be forwarded via the chain of command, to the member's division director within 24 hours of occurrence.
 - c. The division director will review the reports to confirm conformance to agency use of force policies and sign off on the use of force form.

Use of Firearms/Deadly Force: Upon the use of deadly force, the discharge of a firearm by a deputy for other than training or recreational purposes or any other deputy action that results in, or is alleged to have resulted in serious injury or death of another person, the following will apply:

- 1. Member Responsibilities:
 - a. Immediately notify the Communications Division of the incident and location, request Emergency Medical Services (EMS) if needed, and request the appropriate shift supervisor to respond.
 - b. Secure the incident scene and summon sufficient backup personnel if necessary.

- c. Remain at the incident scene (unless injured) until the arrival of the appropriate supervisor. However, if the circumstances are such that the member's presence at the scene might cause a more hazardous situation to develop, the supervisor has the discretion to instruct the member to relocate to an alternate location.
 - d. When applicable, secure and protect the firearm without unloading it and turn over the firearm to the Supervisor. If circumstances are such that another member takes possession of the firearm, that member is responsible for properly submitting it to the Property Evidence Unit, and completing the required documentation.
 - e. If physically able, the member must verbally report his or her involvement. An offense/incident report must be committed to writing as soon as practical thereafter and a Use of Force Report/form must be completed.
2. Supervisor Responsibilities: The on duty supervisor will immediately respond to the scene and be responsible for the following:
- a. Assume and maintain control of the scene until/unless relieved by the appropriate authority;
 - b. Notify the appropriate division director of the incident;
 - c. Ensure that other members involved in the incident properly document their participation.
3. Administrative Investigation: The appropriate division director will direct the administrative investigation of an incident involving the use of deadly force or accidental discharge of a firearm resulting in serious injury or death. The administrative investigation may be conducted at the conclusion or with any related criminal investigation, or at the direction of the Sheriff.
- a. The division director will complete his/her investigation and forward a report to the Sheriff within 72 hours. (The Sheriff may grant an extension, if appropriate.)
 - b. The file containing the investigation will be retained by the division director.

Relief from Duty (non-disciplinary); Mandatory Psychological Support:

- 1. Any member whose actions result in death or serious bodily injury is removed from line of duty and may be placed on administrative leave until completion of the preliminary investigation. This leave will be without loss of pay or benefits pending the results of the investigation.
- 2. The leave will not be interpreted to imply that the deputy has acted improperly. Upon approval of the Sheriff, the deputy may be assigned to administrative duties.

3. In all cases where a person has been seriously injured or killed as a result of the application of deadly force by a member, the member(s) directly involved in the incident will undergo a mandatory psychological evaluation and counseling.
 - a. The purpose of the evaluation and counseling is to assist the deputy in dealing with the psychological after effect of the incident.
 - b. The psychological appointment will not be related to any investigation of the incident and nothing discussed in the debriefing will be reported to the agency.
 - c. The Sheriff's Office will provide for such evaluation and counseling by a professional psychologist selected at the discretion of the Sheriff.
 - d. The psychologist will advise the agency, via a letter, that the deputy has been counseled.
4. While on administrative leave, the member will be available for agency interviews and will be subject to recall to duty at any time.
5. When the member is eligible to return to duty, the division director will notify the member and coordinate the member's return.
6. Upon returning to duty, the member may be assigned to administrative duties for a period deemed appropriate by the psychologist and the Sheriff.

USE OF FORCE/LEVELS OF RESISTANCE MATRIX

Matrix Content: The following graphic depicts the Use of Force/Levels of Resistance Matrix approved and accepted by the Florida Department of Law Enforcement (FDLE) and the State of Florida Criminal Justice Standards and Training Commission (CJSTC). All certified members will be made aware of the contents and application of this matrix through academy and in-service training session.

RESISTANCE LEVELS:

Level 1

Presence: A subject is on the scene in attendance of suspicious activity.

Level 2

Verbal Resistance: The subject verbally refuses to comply or respond. He does not employ any physical force to defeat the actions of the deputy, but the deputy must use physical maneuvers to establish control.

Level 3

Passive Physical Resistance: The subject physically refuses to comply or respond. He does not attempt to defeat the actions of the deputy but forces the deputy to employ physical maneuvers to establish controls.

Level 4

Active Physical Resistance: The subject makes physically evasive movements to defeat a deputy's attempt at control. This may be in the form of bracing or tensing, attempting to push/pull away, or not allowing the deputy to get close to him.

Level 5

Aggressive Physical Resistance: The subject makes overt, hostile, attacking movements that may cause injury, but are not likely to cause death or great bodily harm to the deputy or others.

Level 6

Aggravated Physical Resistance: The subject makes overt, hostile, attacking movements with or without a weapon with the intent and apparent ability to cause death or great bodily harm to the deputy or others.

DEPUTY RESPONSE LEVELS:**Level 1**

Arrival (Presence): The deputy is present on the scene. This includes proper voice and/or other identification, body language, and awareness by the subject that he is dealing with a deputy.

Interview Stance: The deputy adopts a stance outside his danger zone that provides appropriate protection and forms the basis of an effective physical response if attacked.

Level 2

Dialogue: A two-way, controlled, non-emotional communication between the deputy and the subject, aimed at problem identification and/or resolution.

Verbal Direction: The deputy tells or commands a subject to engage in, or refrain from, a specific action or non-action.

Touch: The deputy employs a soft assisting touch when directing, or a firm, strong touch before escalating to a higher level of force.

Level 3

Restraint Devices: Mechanical tools used to restrict a subject's movement and facilitate searching such as, handcuffs, flex cuffs, leg irons, belly chains, optional nylon restraining devices, etc.

Transporters: Techniques used to control and/or move a subject from point A to point B with minimum effort by the deputy to gain and retain control over the subject.

Takedown: Techniques that redirect a subject to the ground in a controlled manner to limit physical resistance and to facilitate the application of a restraint device.

Pain Compliance: Techniques that force a subject to comply with a deputy as a result of the deputy inflicting controlled pain upon specific points in the subject's body, such as pressure point techniques.

Countermove: Techniques that impede a subject's movement toward a deputy or others such as, blocking, striking, distracting, kicking, parrying, dodging, weaving, redirecting or avoiding, followed by appropriate controlling techniques.

Level 4

Intermediate Weapons: Impact weapons that are primarily used to control a subject such as a baton, expandable baton, flashlight, and K-9. OC Spray and Air Taser M-26/ X-26 are considered in this category.

Level 5

Incapacitation: Techniques intended to stun or render a subject temporarily unconscious, delivered with or without an impact weapon, such as a strike to a major nerve area.

Level 6

Deadly Force: Techniques that may result in imminent death or serious injury, unconsciousness, or permanent disfigurement, such as impact weapon strikes to head or use of firearms. Deadly force techniques are a last resort.

The Use of Force/Levels of Resistance Matrix is meant to be used as a guideline for a deputy to elect effective, reasonable, and legal force options in a verbal or physical encounter. As a subject increases his resistance level from verbal to physical, a deputy may have to increase the level of his response until the resistance ceases and the deputy can gain control of the subject. As soon as the point of subject compliance is reached, the deputy must de-escalate his response level to the minimum force necessary to control the subject. A deputy, when determining the appropriate response to a subject's resistance, must evaluate many factors. For instance, an unarmed, small framed juvenile may be displaying Level 5 resistance, but would probably only require a Level 3 response by the average deputy. On the other hand, a deputy's response to a large and obviously strong person demonstrating even mild resistance may be escalated to a relatively high point on the matrix. It must be remembered that a deputy need not retreat to control a subject lawfully, but may utilize the amount of force necessary to accomplish his lawful task. This is not to say, that a tactical retreat in the face of overwhelming odds may not be a wise choice.

Additional factors that must be considered when making use of force decisions include:

SUBJECT FACTORS:

1. Seriousness of crime committed by the subject.
2. Size, age, and weight of the subject.
3. Apparent physical ability of the subject.
4. Number of subjects present who are involved, or who may become involved.
5. Weapons possessed by or available to the subject.
6. Known history of violence by the subject.
7. Presence of innocents or potential victims in the area.
8. Whether the subject can be recaptured later.
9. Whether evidence is likely to be destroyed.

DEPUTY FACTORS:

1. Size, physical ability, and defensive tactics expertise of the deputy.
2. Number of deputies present or available.
3. Immediate reactive response to sudden attack.
4. Weapons or restraint devices available to the deputy.
5. Legal requirements.
6. Agency policy.

ENVIRONMENTAL FACTORS:

1. Presence of others that are involved or may become involved (possible threats)
2. Weather Conditions
3. Location of incident scene

OTHER FACTORS:

1. Subject's demeanor (compliant, verbal, or threatening)
2. If subject is resisting, if so, at what level (passive vs. aggressive)
3. If Aggressive, at what level (likely or not likely to cause great bodily harm or death)

F. INDEXING:

Deadly Force
Investigating Use of Force
Non-Deadly Force
Reporting Use of Force
Resistance Levels
Response Levels
Use of Force
Use of Force Matrix

APPROVED:

**SAM ST. JOHN
SHERIFF, SUWANNEE COUNTY**

**SUWANNEE COUNTY SHERIFF'S OFFICE
GENERAL ORDER**

TITLE:	Firearms
GENERAL ORDER:	1.04
EFFECTIVE:	October 1, 2010
RESCINDS:	All Previous
REVIEWED:	March 10, 2016, June 30, 2016, January 1, 2017
PAGES:	13

A. PURPOSE:

The purpose of any firearms training/qualification course is to teach or instruct officers in weapon skills and then test their proficiency in the use of those skills. This department understands that each officer is at a different level of shooting skills with weapons, however, the Agency's goal is to have officers maintain some overall standard in firearm skills and abilities through training and practice and then continue to improve upon these skills. This higher level of training and proficiency with weapon skills must be maintained in order to increase the shooting qualities of the individual officers. Failure to maintain this level of shooting skills is not only a liability to that officer but also a liability to the department.

B. SCOPE:

This order applies to all Sheriff's Office members.

C. POLICY:

The Sheriff's Office will identify the appropriate firearms, and ammunition that shall be carried by sworn personnel both on and off duty.

D. PROCEDURE:

AUTHORIZED FIREARMS

Only firearms and ammunition specifically authorized by the Sheriff, and inspected by the agency armorer, will be carried by members on or off duty. Supervisors are responsible for ensuring that members carry only authorized firearms and ammunition. A deputy may use any weapon or force necessary to protect themselves or another from immediate danger in a life threatening situation.

1. Law Enforcement Deputies:

- a. Only duty, uniformed and plainclothes deputies will carry and use the agency issued Glock model 21, .45 cal. semiautomatic pistol as their primary firearm. If authorized by the Division director, members assigned to undercover, covert, or specialized operations may carry their secondary or special firearm as their primary firearm.
- b. Carrying a shotgun is recommended, but optional. Personally owned shotguns must be presented for inspection and approval by the agency armorer before they are carried.
- c. Primary and secondary firearms may be carried on or off duty. (See glossary for authorized secondary firearms.)

- d. Only authorized deputies, who are assigned to specialty units, may use fully automatic weapons, rifles, or other special weapons. Before using any such weapon, the deputy must have received special training and demonstrated proficiency in its use. These weapons may be used only for training and agency purposes.
 - e. Deputies in uniform may wear an exposed firearm when in contact with the public. Deputies in civilian attire will conceal the firearm from public view, unless the deputy has the badge prominently displayed and is within an agency facility or actively engaged in a law enforcement function, i.e., while assisting at a secured crime scene, or while actively serving a warrant.
 - f. The Sheriff and division directors are authorized to carry their secondary firearm as a primary firearm.
 - g. Authorized members traveling outside Suwannee County on official business will carry, or have an authorized firearm in their immediate possession, subject to local law provisions.
2. Correction Deputies:
- a. The primary firearms for corrections deputies are the agency-issued pump action shotgun and approved Glock model 21, .45 caliber semi-automatic pistol.
 - b. Only dual certified correction deputies, authorized with full arrest powers by the Sheriff, are allowed to carry primary and secondary firearms off duty.
 - c. Except as stated above, the Sheriff does not authorize correctional deputies to carry a firearm while off duty. Those who wish to carry a firearm off duty as a private citizen must comply with those sections of F.S. 790 applicable to private citizens.
3. Bailiffs:
- a. Law enforcement deputies and dual certified correction deputies who are assigned to the Court Services Section, and are authorized with full arrest powers by the Sheriff, may carry primary and secondary firearms both on and off duty. Correction deputies assigned to bailiff duties can only carry their firearms while on duty.
4. Reserve Deputies:
- a. The primary firearm will be the agency issued Glock, Model 21, .45 caliber or privately owned Glock, Model 22 or 19, 9-mm. semiautomatic pistol, unless otherwise approved by the Uniform Operations division director.
 - b. Primary and secondary firearms may be carried only while on duty. Any reserve deputy who wishes to carry firearms off duty as a private citizen must comply with F.S. 790 applicable to private citizens.
 - c. Carrying a shotgun is authorized, but personally owned shotguns must be presented to the agency armorer for inspection and approval before they are carried.
 - d. Personally owned handguns must be presented to the agency armorer for inspection and approval, before they are carried.
5. Firearms for Off Duty Use by Authorized Members:
- a. Certified law enforcement deputies may carry, or have in their immediate possession, an authorized firearm while off duty in Suwannee County.

1. The firearm will be carried concealed and all safety regulations and SCSO policies must be followed.
 2. Deputies are exempt from this provision while participating in athletic, cultural or other events or situations that make it impractical to carry a firearm.
- b. Law enforcement deputies and dual certified correction deputies authorized with full arrest powers by the Sheriff may carry a firearm concealed on or about their person while within the geographical limits of the State of Florida.
 - c. Deputies will carry their agency badge and identification to identify themselves as a Deputy Sheriff when carrying an agency authorized firearm.
 - d. Members who carry firearms off duty with authority granted solely by F.S. 790 will not use agency-owned firearms.

WEAPONS QUALIFICATION

The Suwannee County Sheriff's Office scheduled law enforcement weapon qualification is twice a year and shall involve all officers within the Agency that carry a weapon in the performance of their duties.

F.D.L.E. mandates all law enforcement sworn officers to qualify on their 40 round course every two years. That qualification record shall then be entered with F.D.L.E. on that officer's computer training record. Written copies of this qualification shall also be maintained in that officers training file. Only State certified C.J.S.T.C. instructors can qualify officers on this F.D.L.E. course of fire.

Each officer shall qualify with their duty issued weapon, back-up, shotgun and if applicable rifle (certified officers), or simply any weapon authorized to be carried or employed by that officer, each and every qualification period. Failure to qualify with that weapon each qualification period by that officer will void any liability responsibility by the Agency. An officer can only miss one scheduled firing range for extreme medical excuses only. If a medical reason is granted to excuse the officer from range qualification then that officer cannot carry a weapon for official purposes until he or she is deemed medically fit and qualified by an Agency instructor(s). If an officer for an extreme medical excuse misses two scheduled ranges in a year period, then that officer after returning to duty must immediately qualify before being allowed to carry a firearm in the performance of their duties.

QUALIFICATION SCHEDULING

At a reasonable time before the scheduled range period, each officer shall be scheduled by his or her supervisor or by his or her shift sergeant. This scheduling will take into account the officer's work schedule ("turn around" or after night shifts), vacations, day's off, etc. When the firing range schedule dates are set it will be posted on the training board in the squad room. If the officer knows in advance that they cannot attend the date or time indicated on the schedule they shall as soon as possible sign up on another scheduled range date and time slot.

There are only a certain number of officers at each time slot because of C.J.S.T.C. regulations of students per number of range instructor(s). If an emergency (medical problems, sickness, car problems or the such), arises and the officer fails to show up for those extreme purposes, then it shall be taken into account the reason for not showing up and if approved, it shall not be counted against him.

There will only be a certain number of scheduled qualification days for the range with only limited make-up days afterwards taking into account those officers on vacation, medical problems, etc.

Because of work schedules and shifts those officers first to be scheduled are full time road deputies, and then the investigators, civil deputies, administrative officers and reserve deputies will be scheduled in on the remaining dates and times.

Times listed on the firing range are starting times on the range that the officers are to be loaded and ready to shoot the course of fire. If an officer is late, even by a few minutes, the range instructor is under no obligation to wait on that person or persons, but to continue on the course of fire with the rest of the officers that are on time, present, and ready to shoot the course.

EQUIPMENT

All officers shall be required to qualify with Agency issued weapons or any other weapons approved by the department for official use, at each scheduled range (twice a year), and maintain a passing score to be authorized to carry such weapon(s). If an officer fails to qualify each time with issue weapon or other authorized weapons, the department will not authorize or sanction its use by that officer. If the officer is involved in a shooting with that unauthorized and nonqualified weapon, all liability rests on that officer alone and the department is not responsible in any way.

All officers shall be required to bring to the range at each qualification try:

1. Weapon(s)
2. At least two magazines per issue weapon (department issue is three)
3. Holster for whatever weapon
4. Magazine pouch (not pants pockets) for said weapon(s)

Failure to bring proper equipment means you will not be allowed to shoot the course. On back-up or off duty weapons there are exceptions as to having at least two magazines because of the mode of carry. For back-up or off duty weapons the method the weapon is carried is how the weapon should be carried during the course of fire (ankle, hip, pouch, etc.).

Each officer is responsible for his/her equipment prior to attending the firing range. All other equipment (holster, magazine pouch, etc.), is the responsibility of each individual officer, and you are required to have that equipment before being allowed shooting the course. Any other equipment; hats, shades, clothing, etc., is dependent upon the weather conditions and is left up to the individual officers.

Ammunition for qualification will be furnished by the Agency but only for approved caliber's only (pistol, shotgun, and rifle), as dictated by the department administration. At this present time only 9mm, .45 and .38 caliber ammunition, is furnished for pistol qualification. Buckshot and slugs will be used for shotgun weapons and .308 and .223 caliber for rifle qualification. Any other caliber weapon used by an officer (off-duty, back-up, etc.), shall be furnished by that officer for range qualification.

Duty carry ammunition is furnished to full-time law enforcement officers only. Reserve or part-time officers must furnish their own ammunition but those furnishing their own ammunition must have it first approved by Training Officer and is limited to approved hollow-point ammunition only. Carrying of full

metal jacket (or similar) or range type qualification ammunition is strictly forbidden. The presently approved duty carry ammunition is the Federal Hydra Shot (230 grain in .45 caliber).

COURSES OF FIRE

As deemed by the range instructor, the course of fire may differ with distances fired, number of rounds fired or conditions of firing at each scheduled range. Keep in mind that each course is designed for a variety of situations or conditions that an officer may be involved in a shooting situation. Knowing that, not all officers have the same abilities or talents, the courses of fire not only highlights the officer's strengths but also their weaknesses but through proper instruction and training hopefully these weaknesses will be strengthened.

Duty carry weapons may shoot a different type of course than back-up or off duty weapons because of the differences of their weapon size and barrel length. Most of the time back-up or off duty weapons are a smaller, have a shorter barrel length for concealed carry and are not made for conditions as duty carry weapons. Therefore, weapons with less than three inches (3") barrel length will be permitted to shoot on reduced courses (shorter distances or fewer rounds). Weapons with barrel lengths of more than three inches (3"), must qualify on the full total course (total distances, total rounds). Again, this may change according to the course of fire, some courses will still utilize all weapons shooting the same course of fire.

The courses of fire for shotguns, rifles or other specialized weapons will be assigned by the range instructor and dictated by training needs. The officer is still required to qualify twice a year with these weapons unless medical reasons preclude missing. For specialized deputies (S.W.A.T.), there may be additional times a year that the officer will have to qualify with each weapon that the team employs.

Unless otherwise indicated, all Agency courses of fire require at least an 80% (eighty percent) score to pass with any type of weapon.

Florida Department of Law Enforcement (F.D.L.E.) has mandated a 40 round course that is required by each certified officer to pass every two years (starting in 2006). Each officer will qualify with this course of fire every two years when scheduled by the Agency.

RANGE PREPAREDNESS

Upon arrival at the scheduled firing range time, each officer shall quickly don all necessary equipment (holster, magazine pouches, belt, etc.), for shooting the course of fire. If the officer is not ready to shoot the course at the assigned time because of being late, or not getting ready for whatever reason then the range officer shall start the course of fire and have said officer wait until the next relay.

As in C.J.S.T.C. regulations, any shooter that shoots another target both are disqualified for that relay and it is counted against them. If a shooter fails to put up new targets for their relay and fire on old already shot and scored targets, then they fail and that relay is counted against them. It is the shooters responsibility to ensure that all is in order for their qualification attempt.

QUALIFICATION PROCEDURES

Due to the different courses of fire that the Suwannee County Sheriff's Offices use it is difficult to outline the procedures on each course but the following gives a general outline on the basic qualification procedure. Each scheduled course of fire with a group of shooters is called a relay. Some courses of fire will have three (3) scheduled relays to qualify with their weapon(s), others courses may have less or more according to the course. If that deputy cannot pass on the allotted number of attempts or relays then they will have to be rescheduled for another day or time period for another attempt.

At the second attempt to qualify the officer will once again have the same number of relays to qualify. This second attempt to qualify will consist of the instructor giving more one-on-one instruction with that officer pointing out problem areas. If the officer fails to qualify on this second attempt then per Administration that officer will have to qualify on the F.D.L.E. 40 round basic course of fire. This F.D.L.E. course of fire will be a "fall back" or "back up" course that the officer can use for qualification. Qualification on this F.D.L.E. course is recognized and accepted as the minimum qualification course.

If the officer fails to qualify on this second attempt and on the F.D.L.E. 40 round course then that officer is prohibited from carrying a weapon effective immediately upon not passing on that day of the range because of the liability involved. If that officer is a full time armed deputy then that officer will be regulated to other duties as dictated by the administration that does not involve the carrying of a weapon and will then be mandated to attend a two day "semi-auto transition training course" on their own time, as soon as could be scheduled with the officer and instructor. If an officer is mandated to re-attend the "semi-auto transition course", then that officer is required to furnish their own ammunition for this two day course. This amounts to about five hundred (500) rounds total including the qualification relays. If that officer passes this training and qualification they will then be reinstated by the Agency effective immediately to again carry a weapon. The officer that cannot pass the semi-auto transition training course shall continue to be prohibited from carrying a weapon.

If the officer fails to re-qualify at the completion of the "semi-auto transition course", the administration will determine what course of action is necessary for that officer but may include one of the following:

1. Attending a 56 hour "basic recruit firearms course" through the local training academy.
2. Relegate that officer to a non-sworn position that does not involve the carrying of a firearm.
3. Dismissal from the department.

The provisions listed above about number of relays to qualify, refresher class, transition course and basic recruit training shall also apply to regulating shotguns and rifles. Of course, all of the above procedures can be over ruled by the Sheriff or by his designee (Chief Deputy) but shall be documented by the range instructor.

It is the Agency's desire to train the officer to pass the course of fire in a safe and proficient manner and to bring that officer up to a level of confidence and ability to better survive a potential shooting situation. This will also include the individual officer taking steps themselves to help them overcome problems that they may have by practicing on their own and using certain training aids as dictated by the department instructor.

REMEDIAL TRAINING

Certified members who fail to demonstrate proficiency with an authorized firearm will receive remedial training.

1. A deputy who fails to demonstrate proficiency on the first attempt will be afforded a second chance immediately. Members who fail their second attempt will undergo a refresher course on the basics of sight alignment, trigger control and target acquisition before attempting for a third time. The deputy will then be required to complete two successive rounds which may be done on the same day, if time permits, or on the following day.
2. If the deputy fails to demonstrate proficiency on the third attempt, the Range Master will relieve the deputy of the service firearm pending additional remedial training and successful completion of the test. The Range Master will notify the deputy's immediate supervisor of the situation. The immediate supervisor will notify the affected division director, via the chain of command.
 - a. If the certified member failed to demonstrate proficiency with the primary firearm, the division director will be responsible for temporarily assigning the deputy to an appropriate position not requiring the use of a firearm.
 - b. If a law enforcement deputy fails to demonstrate proficiency with the shotgun, the member may temporarily continue working regular duty, with division director authorization.
3. The deputy will be scheduled to attend a remedial training session of up to 16 hours and must attempt to demonstrate proficiency within 15 days. A deputy who fails after remedial training will be removed from line service or temporarily placed in a non-certified assignment, pending action by the Sheriff.

AGENCY WEAPON REGULATIONS

1. HANDGUNS:

As of January 2003, the Suwannee County Sheriff's Office duty issued weapons are the Glock model 21 .45 caliber semi-auto pistol and the Glock model 30 compact .45 caliber pistol. Other weapons approved by Agency instructor or Agency Head can also be approved for duty carry.

In order for an officer to carry department approved pistols, he or she must first have passed "minimum standards basic recruit firearms training course" and maintain standards of qualification for the department (at least twice a year with minimum of 80% passing score).

All other handguns used by this department must be approved by the Sheriff or the Agency firearm instructor (i.e., specialty operations, SWAT, or other). Specialty operation weapons

must still be maintained to the same standards as other handgun weapons of the department.

Back-up weapons are allowed with prior approval of the type and make of weapon. Only name brand weapons are encouraged to be carried (i.e., Glock, Smith & Wesson, Sig Sauer, etc.). Qualification with back-up weapons is required at each and every qualification date (unless medically excused for that qualification date).

Even though the Agency has no jurisdiction over a weapon an officer may carry off-duty it is encouraged that the officer qualifies and trains with such weapon at the Agencies qualification periods. This could benefit the officer with liability in the training and recorded qualification scores. It is also recommended that any officer carrying off-duty weapons shall carry hollow point ammunition.

Only full time law enforcement officers, dual certified corrections officers and reserve officers are authorized to carry off duty weapons as long as they maintain qualification and training standards.

2. **SHOTGUNS:**

At this time Suwannee County Sheriff's Office personnel are authorized to carry department issued Remington 870 shotguns. As of August 2001, all other shotgun types were phased out and replaced with the Remington 870 for department uniformity and familiarity. Shotgun barrels shall be at least eighteen (18) inches in length, unless otherwise used for SWAT purposes. Other name brand shotguns may be reserved for specialty purposes (i.e., SWAT, less lethal uses, etc.)

In order for an officer to carry department approved shotguns, he or she must first have passed "minimum standards basic recruit firearms training course" with the shotgun and maintain standards of qualification for the department (at least twice a year with minimum of 80% passing score).

All other shotguns used by this department must be approved by the Sheriff or the firearm instructor (i.e., specialty operations, SWAT, or other). Specialty operation weapons must still be maintained to the same standards as other shotgun weapons of the department.

Even though a full time law enforcement officer may not be issued a duty carry shotgun, (i.e., some school resource officers, civil, etc.), there may be courses of fire periodically that they will be required to qualify on. This qualification is to maintain weapon skills and familiarity with the Agency issued type shotgun.

Reserve Officers may be required to maintain shotgun qualification standards due to them riding with a full time deputy and maintain familiarity with the shotgun in case of emergency.

3. **RIFLES:**

As of 1995, the Suwannee County Sheriff's Office has approved the use of a long rifle for duty carry in department vehicles by sworn full-time law enforcement officers only in order to accurately engage targets at extended distances with greater precision than the handgun and shotgun. These weapons are limited to .223 caliber (5.56 mm) or for special purposes .308 caliber (7.62 mm), although the .223 caliber (5.56 mm) caliber rifle is recommended for general duty carry. The type of rifle recommended will be an AR-15 type weapon due to their quantity, availability and ease of familiarization by most officers.

Major name brands of AR-15 type rifles (i.e., Colt, Olympic Arms, Bushmaster, etc.) would be suitable, with prior approval of department firearm instructor. Other types of weapons may be utilized, for example Ruger Mini 14, H&K etc. but first must be approved by Agency firearm instructor. This Agency does not allow any type of SKS or AK series of rifles. SWAT officers are approved to carry specialty weapons in any caliber that is approved by the Agency firearm instructor. Rifle carry weapons are an option carry for officers and not mandated by the department. Those officers approved, trained and certified to carry rifles must maintain standards of qualification for the department (at least twice a year with minimum of 80% passing score).

Agency rifles will be authorized when meeting the following specifications:

- a. Barrel length of at least 16 inches (unless authorized SWAT weapon).
- b. Mounted factory iron sights or back up iron sights.
- c. Either fixed or collapsible butt stocks.
- d. Semiautomatic only (unless authorized SWAT weapon).

Officers may carry their personally owned rifle if it meets the above criteria with the same rules and regulations as listed in this manual (as far as training and qualification).

As of March 2010 the Agency purchased Sabre Defense AR-15 rifles to issue to presently qualified and trained officers (those who had attended a Basic Rifle Training Course). Those officers who have not attended a Basic Rifle Training Course will have to schedule attending a class before being issued an AR-15 rifle. Since the rifle is an option carry weapon it is at the discretion of the Agency who is issued a rifle (based on job description, job performance, discipline record and firearm handling abilities).

In order for an officer to carry department approved rifles, that officer must first have passed a "minimum standards basic recruit firearms training course". Second, be a full-time sworn law enforcement officer. Third the officer must attend a "basic rifle training course" or "patrol rifle training course" sponsored by an approved training school or training class given in-service by an approved CJSTC firearm instructor. The course outline must meet the requirements set forth by the Agency firearm instructor. Due to the differences of Federal, state, local training procedures and military job descriptions prior military service will not substitute for this minimum rifle training course unless that rifle use was specific to their M.O.S. (example, Infantry, Special Forces, DELTA, SEALs, etc.).

The officer wishing to carry a rifle will make a request to their shift sergeant outlining their desire to be considered for rifle carry, the type of weapon they are wishing to carry and this request will be forwarded to Agency Instructor for approval. If that officer has already received the approved rifle instruction training or prior military service then that officer must qualify on a rifle qualification course of fire before officially carrying that rifle in a duty status.

If that officer has no prior rifle instruction or prior military service then that officer will then be notified of any future “basic rifle instruction classes”. If approved then that officer will be issued an Agency rifle prior to attending a Basic Rifle Course and upon completion of that course that rifle will be issued to them.

Only SWAT officers will be allowed to carry select fire type weapons (i.e. machine guns or full auto). All other patrol deputies are limited to semi-automatic type weapons only. This is due to the higher level of training and liability involved (SWAT personnel have specific and continuous training with select fire weapons).

Because of the specialty of the weapon (rifle), only fully certified, sworn full time law enforcement officers will be granted this carry option. Correctional, Reserve and posse members are exempt from their use.

Since the rifle is an option carry weapon, any failure of proficiency, safety issues or not keeping rifle properly cleaned the officer can have that rifle carry status revoked and the officer will be regulated only to authorization to carry the pistol and shotgun (if qualification standards are met with those).

The rifle shall be carried in a safe and legal manner in the patrol vehicle, and carried in a “transport” condition (i.e., bolt forward, chamber empty, magazine inserted). Option in carrying the weapon in a vehicle can range from up front mounted between the seats, cage mounts, or even mounted in the trunk of the vehicle although this method would be a slow response to deploy the rifle in any situation if it was needed.

The generally approved options for rifles are:

- a. Front night sight replacement.
- b. Attached weapon light.
- c. Dual magazine attachment device.
- d. Option flash or recoil reduction barrel devices.
- e. Ambidextrous safeties.
- f. Replacement pistol grips.
- g. Replacement front rail systems.

Any other replacement parts or modifications must first be approved by agency Firearm Instructor.

The only supplement sighting systems approved by the Agency are red dot type sights or similar and must be suitable for tactical, close quarter engagement distances. If red dot type sights are used there must be back up iron sights on the weapon in case of primary red dot sight malfunction. Only Agency SWAT team snipers or members will be approved for telescopic type sights of at least 4 power or greater mounted on rifles.

AMMUNITION

At this time the department furnishes Speer Gold Dot ammunition in approved Department duty handguns. Only hollow-point designed ammunition is allowed for weapon carry in any other handguns (back-up and off duty weapons). Full metal jacket designed ammunition is not allowed for primary carry (main magazine in weapon), due to over penetration characteristics of its design but can be carried in a spare magazine for back-up for more hardened targets (i.e., vehicle doors, barricades, etc.) All ammunition carried by department personnel must first be approved by Agency firearm instructor before duty carry.

Shotgun ammunition allowed, and department issued to officers, is the "00" buckshot (nine pellets), and slugs. In order for an officer to carry slug type shotgun ammunition he or she must also qualify with this type of ammunition at scheduled range dates.

Rifle ammunition for primary carry is limited to hollow point or soft point design. The Agency SWAT team uses Hornady T.A.P. (Tactical Application Police) ammunition or other specialized ammunition as needed in the performance of their duties. Full metal jacket ammunition may be allowed as "back-up" in spare magazines for "hard targets" only.

Although off-duty weapons and ammunition is not regulated by the Agency it is highly recommended that officers carry duty type ammunition in their off-duty weapon i.e. hollow point ammunition.

HOLSTERS

As of June 2009 the Agency Patrol deputies switched from Safariland SSIII basket weave holsters to the new Safariland ALS 6360 basket weave light holster in order for the Agency M3 or similar light to be carried on the weapon. With a light source mounted on the weapon it is forbidden to use the weapon with attached weapon light as a primary searching light source unless under deadly threat situations. All other light search situations will be conducted by the hand held light issued to each officer.

Investigators or other non-uniformed officers may carry holsters of their choice as long as it secures the weapon in a safe manner.

INSPECTION AND REPAIR OF FIREARMS

1. No weapon modification shall be allowed (i.e., changing spring pressure, or other), any other modification shall not be allowed without approval from firearm instructor. Again, each and every weapon that an officer has been approved and certified to carry, that officer must qualify with said weapon(s) each qualification period in order to maintain liability standards. All weapons will be used only in accordance with Federal, State, department guidelines and established use of force policies.

2. The armorer or a qualified designee will inspect all issued/approved firearms during the annual firearm proficiency testing.
 - a. Any firearm found defective will be immediately withdrawn from use and repaired. The firearm will not be carried until it has been inspected by the agency armorer.
 - b. The armorer will ensure that a record is made of the type, description, model and serial number of each deputy's authorized firearm(s). The records will be maintained in the deputy's file in the Training Section.
3. Maintenance performed by agency members will be limited to field stripping and cleaning the firearm.
4. Unsafe or defective firearms will be removed from service by the member to whom the firearm is assigned and immediately delivered to the armorer.

LAW ENFORCEMENT OFFICER'S SAFETY ACT

As of July of 2004, then President George Bush signed into law the LEOSA (Law Enforcement Officer's Safety Act) which allows qualified active and required LE officers to carry concealed nationwide.

The officer must:

1. Be authorized by Agency to carry a weapon.
2. Not be the subject of any disciplinary action by Agency.
3. Meet qualification standards established by the Agency.
4. Not be under the influence of alcohol or intoxicating hallucinatory drug or substance.
5. Not be prohibited by State or Federal law from receiving a firearm.

Retired officers must:

1. Be retired in good standing from service.
2. Before retirement was regularly employed as a LEO officer for 15 years or more.
3. In Florida, must qualify each and every year and possess firearm score card with qualification score.
4. Not be under the influence of alcohol or intoxicating hallucinatory drug or substance.
5. Not be prohibited by State or Federal law from receiving a firearm.

When an officer carries Nationwide under this law he/she must have some form of Agency identification with photo identification.

Restrictions are that private property owners may continue to restrict the possession of concealed weapons on private property (i.e. some shopping malls, restaurants or private amusement parks). States also may prohibit or restrict possession of firearms in any local, state or federal property (building, courthouse, etc.).

RETIREMENT:

Effective July 1st, 2016 requirements for retiring with your assigned duty weapon are:

1. You must retire from the Florida Retirement System (not just change jobs)
2. You must carry a duty weapon fulltime in the capacity of a fulltime Law Enforcement Officer (not a Corrections Officer that is dual certified)
3. Supervisors (Sergeants and above) must have served as a fulltime Law Enforcement Officer with the Suwannee County Sheriff's Office for a minimum of 10 years
4. Law Enforcement Officers below the rank of Sergeant must have completed a minimum of 15 years assigned in a fulltime Law Enforcement position

All Law Enforcement Officers retiring with their duty weapon must meet the above listed requirements.

E. INDEXING:

Ammunition
Firearms

APPROVED

**SAM ST. JOHN
SHERIFF, SUWANNEE COUNTY**

**SUWANNEE COUNTY SHERIFF'S OFFICE
GENERAL ORDER**

TITLE:	Taser (ECD) Electronic Control Device Policy/Deployment
GENERAL ORDER:	1.04 (b)
EFFECTIVE DATE:	January 30, 2004
RESCINDS:	New
REVIEWED:	May 21, 2009, April 5, 2010, March 21, 2011, May 9, 2012, February 15, 2013, March 4, 2014, July 1, 2015, March 10, 2016, January 1, 2017
PAGES:	6

A. Purpose:

This order sets forth the Suwannee County Sheriff's Office policy regarding deployment, proper use and maintenance of the M26/X26/X26P Taser.

B. Scope:

This order shall apply to all Sheriff's Office personnel.

C. Policy:

The M26/X26/X26P Taser is deployed as an additional law enforcement tool and is not intended to replace firearms or self-defense techniques. The M26/X26/X26P Taser may be used to control dangerous or violent subjects when deadly physical force does not appear to be justified and or necessary. The M26/X26/X26P Taser may also be utilized when attempts to subdue a subject(s) by other conventional tactics have been or will likely be ineffective in the situation at hand. The M26/X26/X26P Taser may also be utilized if there is reasonable expectation that it will be unsafe for the Deputy(s) to approach within contact range of the subject.

D. Procedure and Deployment:

1. The following provisions are established:
 - a. M26/X26/X26P Tasers shall be issued to and used only by Deputies who have completed the Sheriff's Office M26/X26/X26P Taser Training Program.
 - b. To maintain control of equipment, M26/X26/X26P Tasers shall be assigned to Patrol/Corrections Supervisors and or designated Deputies.
 - c. Only properly functioning M26/X26/X26P Tasers shall be issued for field use.
 - d. Each discharge, including accidental discharges, of an M26/X26/X26P Taser shall be investigated and documented utilizing a Taser Use report or Incident Report.
2. Chief Deputy Responsibilities:
 - a. Review each deployment/use of M26/X26/X26P Taser.
 - b. Ensure that M26/X26/X26P Taser recertification training is conducted on a yearly basis by a certified Sheriff's Office Taser Instructor.

3. Patrol Sergeant/Correctional Sergeant Responsibilities:
 - A. The Patrol Sergeant/Corrections Sergeant shall be responsible for ensuring that:
 - a. Incidents involving any discharge other than a spark test of the M26/X26/X26P Taser are investigated and appropriately documented.
 - b. Monitor the use and deployment of the M26/X26/X26P Taser and related tactics in conjunction with the Sheriff's Office Certified Taser Instructors.
 - c. Respond expeditiously to Taser deployment incidents or request.
 - d. Ensure that Deputies who deploy the M26/X26/X26P Taser complete the appropriate Incident Report and or Taser Use Report.
 - e. Investigate each incident in which an M26/X26/X26P Taser is deployed and review the Incident Report and Taser Use Report.
 - f. Forward a copy of the incident Report and Taser Use Report to the Sheriff's Office Taser Instructor.

4. Patrol/Corrections Taser Instructor Responsibilities:
 - A. The Sheriff's Office certified Taser Instructor shall:
 - a. Ensure training on the Taser M26/X26/X26P is provided as needed. Training-Basic certification for the M26/X26/X26P will be conducted by a Sheriff's Office Taser Instructor. Re-certification will be conducted on a yearly basis.
 - b. Ensure proper procedures are followed when issuing the M26/X26/X26P Taser to users.
 - c. Ensure that the user of the M26/X26/X26P Taser is delegated only to M26/X26/X26P Taser trained Deputies.
 - d. Ensure that inventories are conducted and all M26/X26/X26P Tasers and air cartridges are accounted for.
 - e. Ensure that M26/X26/X26P Tasers returned from field use in proper working order prior to re-issuance.
 - f. Receive, inspect and ensure the maintenance and replacement of M26/X26/X26P Taser devices assigned to Patrol/Corrections Deputies.
 - g. Establish and maintain a system to record issuance of equipment.
 - h. Return defective or damaged M26/X26/X26P Tasers and air cartridges to the supplier.
 - i. Obtain service and or replacement for defective or damaged M26/X26/26P Taser components from the supplier.
 - j. Forward a copy of Taser Use Report to Taser International when needed.
 - k. Conduct downloads from the Taser ECD devices to ensure the device is functioning properly and to review any activity from the device to include, time, date, temperature, battery status and firings.
 - l. Respond to all call outs by supervisors and any critical incidents involving the deployment of the Taser ECD to include, in Custody Deaths.

5. M26/X26/X26P Taser Operator Responsibilities:
 - a. Upon encountering an incident which may require the use of an M26/X26/X26P Taser, request the response of backup and a supervisor.
 - b. Complete annual M26/X26/X26P Taser Re-certification Training in order to maintain certification. Operators failing to complete the annual training shall be required to turn in their assigned Taser, Taser Holster and all air cartridges upon request of the Taser Instructor.
 - c. All new employees who are issued an M26/X26/X26P will be “exposed” to the effects of the Taser ECD Device. Exposure consists of a minimum of two (2) seconds from the device. The employee does not have to be exposed to probe penetration as it is voluntary. Exposure allows the Employee/Operator the chance to feel the effects of the Taser ECD device so they will know how it will affect them in the field if exposed during a deployment.
 - d. Operators must bring fully charge Taser, equipped duty belt to include: Taser holster, all air cartridges and normal duty gear to annual Re-certification Training.

NOTE: FIREARMS AND LIVE AMMUNITION ARE PROHIBITED DURING TASER TRAINING. THERE SHALL BE NO LIVE FIREARMS OR AMMUNITION IN ASSIGNED TASER TRAINING AREAS, DURING ANY TASER TRAINING.

- e. Carry assigned M26/X26/X26P Taser on duty belt on weak hand side.
- f. Operators, when possible will adhere to the recommendations of Taser International in relationship to probe placement on subjects. Probe placement on the front of a subject consists of, the lower torso, splitting the hemispheres of the body and avoiding the groin area, neck and head. Probe placement on the backside of a subject consists of, below the neck, again avoiding any sensitive areas. It is understood that some subjects may be in motion and probe placement to the preferred areas may not always be applicable, but are the suggested target areas. It is NOT the policy of the Suwannee County Sheriff’s Office to target any of the listed sensitive target areas or any known pre-existing injury sites on a subject(s).

NOTE: The Taser ECD Device will NOT be used as a means of punishment on subject(s).

NOTE: The M26/X26/X26P Taser is a sensitive electronic control device and costly device which should be encased in its protective holster when not in use. Care should be taken to avoid dropping the M26/X26/X26P Taser and to assure that it is adequately secured while being worn on the duty belt or being transported in vehicles. Defective M26/X26/X26P Tasers and air cartridges shall be returned to the Taser Instructor immediately. The blast doors of the Taser air cartridges are secured to the air cartridge body. Direct sunlight, heat, or misuse of the air cartridge can cause the blast doors to break off of the air cartridge. Air cartridges with missing or damaged blast doors should be turned in to the Taser Instructor immediately. Also note that air cartridges can be deployed from static electricity and certain radio frequencies. Be mindful of Taser and air cartridge in relation to radio equipment and any possible static electricity sources.

- g. Deputies deploying the M26/X26/X26P Taser shall:
 - a. Prior to any Taser deployment, the Deputy(s) shall announce "Taser, Taser" if applicable. Some tactical incidents may not allow such warning.
 - b. Ensure that the use of the Taser is within the scope of the Suwannee County Sheriff's Office "Use of Force/Policy Continuum" (Active Physical Resistance).
 - c. If a supervisor is not present or in route to the scene, request the response of a supervisor.
 - d. If a Shift Supervisor is not available, telephonically notify the Patrol/Corrections immediate Supervisor next in line in the Chain of Command as soon as practical and advise them of the incident and deployment.

- 6. Persons who have been subjected to the M26/X26/X26P Taser via "Drive Stun" or deployment involving the Taser "Probes" shall:
 - a. If the Taser application consisted of "Drive Stun" only, photograph the affected area, treat any minor injuries on scene if applicable or contact EMS to treat any injuries resulting from the application. If hospitalization or transport to a hospital is required, EMS will transport the subject and will be escorted by Law Enforcement.
 - b. If the Taser application consists of air cartridge deployment and the probes puncture the skin or clothing the Taser Operator may remove the probes under certain conditions. The Operator may remove the probes only if they are not located in soft tissue areas such as the neck, face, groin, and breast (if female). It is NOT the policy of the Suwannee County Sheriff's Office to deploy the Taser ECD Device on any "obviously" pregnant female. If the probes are located in any of the listed soft tissue areas or it is thought that they have embedded in bone, EMS should be notified immediately and the Operator/Deputies on scene should treat the probe(s) as an impelled object. A supervisor if not on scene should be contacted immediately upon any deployment involving injury to the subject or any Deputies on scene.
 - c. Probe removal from any area other than listed above will be conducted by the Taser Operator. Deputies will be shown and will demonstrate the proper probe removal methods during in service training each year and during any new employee/operator training.

- d. When applicable after deployment and the scene is secure, the Operator shall: Remove probes if applicable and place them into the spent Taser air cartridge. The operator shall then wrap the Taser wires around the spent cartridge and place the spent cartridge into evidence. The Operator must mark the evidence bag with a BIOHAZARD decal/sticker.
- e. The Operator will also photograph the affected areas from the Taser deployment and place the photographs into evidence or with his/her report.
- f. Taser Operators are NOT to: Deploy the Taser ECD Device from a moving vehicle or into any moving vehicle at any time.

NOTE: All suspect(s) who have been exposed to the Taser ECD as a result of a criminal violation shall be placed under arrest after it has been determined that no medical treatment is necessary and transported to the Suwannee County Jail. Any mentally ill subject(s) who have been exposed to the Taser ECD shall be evaluated for any necessary medical needs and either transported to the Suwannee County Jail for; further care, evaluation and or transport to the nearest medical facility to meet the subject(s) needs.

- g. Operators must be aware of Taser deployment risk such as subjects who are on elevated positions, subjects who are in water (possible drowning) and fleeing subjects.
- h. Operators are required to complete a Taser Use Report and or Offense Incident Report for all deployments to include accidental deployments and field deployments. A copy of the Taser Use Report or Offense Incident Report will be forwarded to the Taser Instructor by the Operator.
- i. Operators shall be responsible and ensure the integrity of their issued equipment. This includes the proper protection of the M26/X26/X26P Taser, Air cartridges and accessories to ensure that there is no loss or damage as a result of Operator misconduct.

7. Procedures for Critical Incidents

- A. In the event of any in Custody Death involving a Taser ECD deployment, the on scene supervisor shall:
 - 1. Contact the Sheriff and Chief Deputy as soon as practical.
 - 2. Contact the Taser Instructor.
 - 3. Treat the incident area and any other applicable locations as a crime scene for the preservation of any evidence involving the incident.

NOTE: It will be at the discretion of the Sheriff and Chief Deputy to contact FDLE or any other Agency to assist in any investigation procedure. It will be the Taser Instructor's responsibilities to provide investigators with any needed information involving the Taser ECD Device and contact Taser International for any assistance if needed.

E. **Indexing:**
 Taser Deployment

APPROVED:

SAM ST. JOHN
SHERIFF, SUWANNEE COUNTY

**SUWANNEE COUNTY SHERIFF'S OFFICE
GENERAL ORDER**

TITLE:	Goals and Objectives
GENERAL ORDER:	1.05
EFFECTIVE:	October 1, 2010
RESCINDS:	All Previous
REVIEWED:	JANUARY 1, 2017
PAGES:	4

A. PURPOSE:

The purpose of this order is to establish goals and objectives for the Suwannee County Sheriff's Office.

B. SCOPE:

This order applies to all Sheriff's Office members.

C. POLICY:

It shall be the policy of the Suwannee County Sheriff's Office to establish and update its goals and objectives as needed.

D. DEFINITIONS:

Goal - A relatively broad statement of the end result that one intends ultimately to achieve.

Objective - An objective is an end result that one intends to attain in order to achieve partial fulfillment of a goal.

E. PROCEDURE:

GOAL

The goal of the Suwannee County Sheriff's Office is to enforce the law in a fair and impartial manner, recognizing both the statutory and judicial limitations of law enforcement authority and the constitutional rights of all persons. It is not the role of the Office to legislate, to render legal judgments, nor to punish.

EXTERNAL OBJECTIVES

1. Prevention of Crime:

- a. The primary responsibility for upholding the law lies not with the law enforcement officer, but with the people. Since crime is a social phenomenon, crime prevention is the concern of every person living in society. Society employs full-time professional law enforcement officers to prevent crime, to deter it, and when that fails, to apprehend those who violate the law.

- b. Crime is a symptom of ills within society which is not the responsibility of the Sheriff's Office to cure. The Sheriff's Office is responsible, however, for interacting with the community to generate mutual understanding so that there may be public support for crime prevention. Community involvement is essential to facilitate a free flow of information between the public and the Sheriff's Office, to assist in the identification of problem areas, and to inform the public of crime statistics and trends. Additionally, knowledge of the community is necessary so that each employee may be instilled with a sense of concern for crime problems and law enforcement.

2. **Deterrence of Crime:**

- a. Street crime is curbed by the potential criminal's fear of immediate apprehension or by the increased likelihood of detection. Deterrence of crime requires the investigation of behavior that reasonably appears to be criminally directed.
- b. In deploying patrol forces to inspire public confidence in the Sheriff's Office's ability to ensure a peaceful environment, a balance must be struck between the desirable deterrent effect of visible patrol and the undesirable appearance of oppression.

3. **Apprehension of Offenders:**

- a. The administration of criminal justice consists of the identification, arrest, prosecution, punishment, and rehabilitation of the violator; the objective of which is voluntary compliance with the law. Once a crime has been committed, the duty of the Sheriff's Office is to initiate the criminal justice process by identifying and arresting the perpetrator, to obtain the necessary evidence, and to cooperate in the prosecution of the case.
- b. As the certainty of swift and sure punishment serves as an effective deterrent to crime, so must the Sheriff's Office strive to solve all crimes and bring the perpetrators to justice.

4. **Recovery and Return of Property:**

The actual costs of crime are difficult to measure since there cannot be a dollar value assigned to the broken bodies, ruined, lives, and human misery which are the products. However, it is possible to observe the steadily mounting cost of lost and stolen property. This loss, as well as the other costs of crime, must ultimately be borne by the victims. To minimize the losses due to crime, the Sheriff's Office shall make every reasonable effort to recover lost or stolen property, to identify its owner, and ensure prompt return.

5. **Movement of Traffic:**

To facilitate the safe and expeditious movement of vehicular and pedestrian traffic, the Sheriff's Office must exercise the responsibility for traffic law enforcement. To enforce compliance with traffic laws and to develop driver awareness of the causes of traffic accidents, the Sheriff's Office shall appropriately warn, cite, or arrest traffic law violators.

6. Public Service:

- a. Often, because there are not other public or private agencies available, the public relies upon the Sheriff's Office for assistance and advice in many routine and emergency situations.
- b. Saving lives, aiding the injured, locating lost persons, keeping the peace and providing for many other miscellaneous needs are basic services provided by the Sheriff's Office.

7. Custodial and Correctional Services:

- a. To assure fair and humane treatment of prisoners and/or others detained, the Sheriff's Office's correctional personnel shall strive to guarantee offender's right of access to the courts, access to legal services and access to legal materials. Furthermore, the Office shall provide protection against abuse at the hands of the staff and other inmates, healthful surroundings, medical care and nondiscriminatory treatment.
- b. The Suwannee County Jail exists for the detention of persons as required by law. Confined in the Jail are persons serving time for crimes convicted of, and others awaiting trial. Convicted prisoners are sentenced as punishment, not for punishment, and will be treated in a manner as to provide maximum security in humane surroundings. The Jail exists to protect and maintain peace and security of the community. Inmates are to be treated humanely and courteously, without regard to the personal prejudices or feelings of the Correctional Officer or Deputy Sheriff.

8. Court Services:

To help assure equal and fair treatment of all parties to criminal proceedings, the Sheriff's Office's Court Services personnel shall strive to carry out their legally prescribed duties with fairness, objectivity and compassion.

INTERNAL OBJECTIVES**1. Office Personnel:**

Law enforcement officers are frequently required to make decisions affecting human life and liberty with no opportunity to seek advice and little time to weigh alternatives. Law enforcement requires that a Deputy have the stamina, intelligence, moral courage, and emotional stability necessary to deal with human beings fairly and impartially. To obtain the caliber of personnel necessary for professional law enforcement, it is essential that the Sheriff's Office aggressively pursue a program of providing equal employment opportunity throughout the recruitment, selection, and promotional processes.

2. **Utilization of Resources:**

Law enforcement is one of the most expensive and complex services provided by the County. Available resources limit the quality and extent of service provided. To ensure that the highest level of service is provided, the Sheriff's Office must make use of the most efficient management and budgeting techniques available.

F. **INDEXING:**

Goals

Objectives

APPROVED:

**SAM ST. JOHN
SHERIFF, SUWANNEE COUNTY**

**SUWANNEE COUNTY SHERIFF'S OFFICE
GENERAL ORDER**

TITLE:	Principles of Organization
GENERAL ORDER:	1.06
EFFECTIVE:	October 1, 2010
RESCINDS:	All Previous
REVIEWED:	March 10, 2016, January 1, 2017
PAGES:	3

A. PURPOSE:

The purpose of this order is to establish and define the agency's policy on span of control and unity of command.

B. SCOPE:

This order applies to all Sheriff's Office members.

C. DISCUSSION:

In Law Enforcement service it is important that only one person be in complete command of each situation and that only one person be in direct command or supervision of each member. Unity of command assures unity of effort by the coordinate action of all forces toward the common goal.

D. POLICY:

All members and organizational components will adhere to the principles of organization described in this order.

E. PROCEDURE:

UNITY OF COMMAND

The organizational structure of the agency shall provide clear-cut channels of authority.

1. Each member shall be accountable to only one supervisor at any given time.
2. Only one supervisor will be in direct command of an organizational component at any time.
3. Every supervisor, regardless of assignment, is responsible for taking action in emergencies requiring immediate supervisory attention.

COMMAND SUCCESSION

To ensure continuity of command and make certain timely leadership is available in situations when the Sheriff is out of the county, incapacitated, or otherwise unable to act, command automatically succeeds in the following order, unless otherwise directed:

1. Chief Deputy
2. Uniform Patrol Division / Special Operations / Correction Division Directors
3. Uniform Patrol Divisions on Duty Supervisor

COMMAND PROTOCOL

Sheriff's Office supervisors will follow the principle of unity of command in that each member will be accountable to only one supervisor at a given time. Only one person will be in direct command of each organizational component.

1. Incident Command: An incident will be under the command and control of the division best suited to carry out the ultimate goal of the operation or incident. Only one person will be in complete command of each situation. Individual members or units assisting will operate within the procedures established for their own unit.
2. Assuming Command - Senior Rank:
 - a. To take full command of any situation, the member of senior rank must identify himself/ herself to the member then in charge and announce the intention to assume command.
 - b. Assuming command will be undertaken only when a situation appears to be beyond the control of the member in charge, or if ordered to assume command by another member of senior rank.
3. Command by Non-Supervisory Members: Whenever more than one member is present at an incident scene and a supervisor is not present, the member originally dispatched or assigned will be in charge unless specifically relieved.

CHAIN OF COMMAND

The chain of command is a formal management structure where direction and communication is passed downward and upward. Its purpose is to assure formal communications are disseminated throughout all levels of the organization and therefore must be rigorously followed.

1. Breaking the chain of command is permitted only in certain situations such as:
 - a. When a subordinate has probable cause to believe that a supervisor is involved in unlawful conduct or has violated agency general orders, or division procedures.
 - b. When a subordinate reasonably believes that he or she has been given an unlawful order.

2. Circumventing the Chain of Command: Under normal circumstances, the subordinate must request permission from his or her immediate supervisor to circumvent the chain of command. Upon receipt of a written or oral request of a subordinate, the immediate supervisor will accept the request and pass it along to the next level of command for disposition.
3. Informal Communication: Informal communication is encouraged among all members to facilitate agency progress and growth. Members will not use informal communications to undermine supervisory authority.

OBEDIENCE TO ORDERS

Members will promptly obey all lawful orders issued by a superior or other competent authority. This includes orders relayed from a superior by a member of the same or lesser rank.

1. Unlawful Orders: No member will obey an order that is contrary to law.
 - a. No member will be disciplined for refusing to obey an unlawful order.
 - b. A member who receives such an unlawful order will report the circumstances in writing, via chain of command, to the appropriate division director, as soon as possible.
2. Conflicting Orders: A subordinate given a lawful order, which conflicts with a previous order, will advise the person issuing the second order of this fact. Responsibility for countermanding the original order then rests with the person issuing the second order. If then so directed, the subordinate will obey the second order. The member will not be held accountable for disobeying the original order.
3. Unjust or Improper Orders: Members receiving lawful orders that they feel are unjust or contrary to agency directives will first obey the order to the best of their ability, then report the circumstances in writing, via chain of command, to their division director.
4. Unclear Orders: Members in doubt as to the nature, meaning, or details of a lawful order will seek clarification from the person issuing the order.

F. INDEXING:

Chain of Command
 Command Authority
 Command Protocol
 Command Succession
 Unity of Command

APPROVED:

SAM ST. JOHN
SHERIFF, SUWANNEE COUNTY

**SUWANNEE COUNTY SHERIFF'S OFFICE
GENERAL ORDER**

TITLE:	Transportation of Prisoners
GENERAL ORDER:	1.07
EFFECTIVE:	January 15, 2015
RESCINDS:	All P7previous
REVIEWED:	March 10, 2016, January 1, 2017
PAGES:	7

A. PURPOSE:

To establish guidelines for the safe and efficient transportation of prisoners.

B. SCOPE:

This order applies to all law enforcement and corrections deputies.

C. POLICY:

This order outlines safety and security measures to use when transporting persons who have been arrested or booked into a detention facility. Restraining devices will be applied in accordance with the general order indexed as "Restraint Devices".

D. DISCUSSION:

Prisoner transports will be conducted in a manner that ensures the safety and security of the public, transporting deputies, and the prisoner.

E. PROCEDURE:

1. PRISONER TRANSPORTATION:

A. Prisoner Security: The transporting deputy is responsible for the custody and welfare of prisoners.

- a. A deputy transporting a prisoner/detainee will search the prisoner and confiscate any weapons, contraband, evidence, or dangerous articles before transport. Other personal property will remain with the prisoner. (A deputy must never assume that someone else has searched a prisoner.) This requirement applies to all transports including transfers from other Deputies/Officers or agencies.
- b. At all times, prisoners will be positioned in agency vehicles so the transporting deputy can observe, and control them. The placement of a prisoner in a vehicle will depend upon the number of prisoners to be transported and the number of escort deputies.

- c. Prisoners should be transported in vehicles equipped with partitions to minimize the potential for escape and to ensure maximum safety and security for the deputy. Prisoners will be secured with appropriate restraint devices, placed in the rear of the partitioned vehicle, and seat belted when a seat belt is available for use. No more than three prisoners will be transported in a partitioned patrol vehicle. When there is an escorting deputy, the deputy will sit in the front passenger seat.
- d. When a prisoner is to be transported in a vehicle without a partition and only one escort deputy (driver) is available, the prisoner will be placed in the front passenger seat, secured by appropriate restraint devices and seat belted.
- e. When a prisoner is to be transported in a vehicle without a partition and two escort deputies are available, the prisoner will be placed in the rear seat on the passenger side. The second deputy will sit behind the driver.
- f. One deputy will not transport two or more prisoners in a vehicle without a partition.
- g. Prisoners will not be handcuffed to any part of the vehicle.
- h. Juveniles will be handcuffed and transported in the same manner as adults. However, juvenile and adult prisoners will not be transported in the same vehicle unless arrested as participants in the same offense.
- i. Male and female arrestees will be transported to the Detention Facility in separate vehicles with the following exceptions:
 - 1. Non-combative males and females arrested as participants in the same offense may be transported in the same vehicle.
 - 2. Male and female arrestees, who are married, or are father, mother, brother, or a sister may be transported in the same vehicle.
- j. The deputy will notify the Communications Section of the starting mileage of the transport vehicle, and the intended destination, when transporting prisoners of the opposite sex of the deputy. Upon arrival, the deputy will notify the Communications Section of the ending mileage and the location where the transport terminated.
- k. Prisoners will not be allowed to communicate with anyone other than SCSO personnel during the transport operation. If a prisoner requests to speak with an attorney during transport, he should be advised that he may request an attorney upon arrival at the destination.

B. Violent Prisoners/detainees:

- a. Prisoners/detainees who are violent will be placed upright on the rear of a vehicle with a partition and seat belted/shoulder harnessed.
- b. Deputies will not use prone restraint techniques during transport. Prone restraint or "hog tying" may cause positional asphyxia and sudden death. In lieu of hog-tying, Deputies will use the hobble restraint, if available, to secure a combative prisoner's feet, and arms in necessary.

C. Sick, Injured, or Disabled Prisoners:

- a. To transport sick, injured, or disabled prisoners safely and securely, deputies must first determine the nature of the illness, injury and/or the extent of the disability. A prisoner with a physical and/or mental disability may require special care and attention during transport. The transporting deputy, or a supervisor, must arrange for the required special equipment or special vehicle (e.g., an ambulance) so that the transport may be affected securely and safely.
 1. Deputies will use discretion in arresting sick or injured persons. If the person is not an immediate threat or danger, and an immediate arrest is not crucial, the deputy should consider obtaining a warrant to be served after the person has an opportunity to seek medical attention.
 2. If a person becomes sick or is injured incidental to an arrest, the deputy will conduct an immediate search for weapons and contraband, and ensure that the prisoner is transported to an appropriate medical facility. If it becomes necessary to have a prisoner transported to a medical facility by ambulance, the prisoner must be accompanied and guarded by a deputy.
- b. Prisoners moved or taken to a medical facility may present a grave risk to the public, members of the facility, and the deputy. Extreme caution will be taken to ensure the prisoner is isolated from other patients and is not left unattended. Handcuffs and/or ankle chains will not be removed unless the deputy is in the same room as the prisoner.
 1. The section transporting the arrestee is responsible for providing security when an arrestee is receiving emergency treatment. Upon release from the hospital, the arrestee will be transported to and booked into the Detention Center.
 2. If it is determined that an arrestee will be admitted to the hospital for more than emergency room treatment, the deputy will notify his or her supervisor immediately. The supervisor will contact the supervisor at the Detention Center, who will follow Corrections Division directives for booking and guarding the inmate.

D. Emergencies/Interruptions during Transport:

- a. The deputy's primary duty is the safe delivery of the person in custody. Deputies transporting prisoners will not make unnecessary stops. Only under emergency circumstances and only when the risk to third parties is both clear and grave and the risk of prisoner escapes are minimal, should a deputy stop to render assistance. Circumstances may include, but are not limited to the following:
 1. A law enforcement officer requests help, other assistance is unavailable, and the transporting deputy is in close proximity to the deputy requesting help.
 2. The deputy is the first deputy to encounter a crash scene, injuries are evident, and no emergency medical personnel are present.
 3. The transport vehicle is involved in a vehicle crash. In this situation, the following applies:
 - a. The deputy will immediately radio the Communications Section and request that a backup deputy respond to the scene.
 - b. A supervisor will be notified and respond to the scene.
 - c. The prisoner will receive medical attention, if necessary, and then be transported by the backup deputy.
- b. Only in extreme emergencies will a prisoner be allowed to use toilet facilities during transport. The deputy will ensure that there is no escape route from the toilet facility, and will remain inside the facility, but outside an individual stall. The transporting deputy will resume physical control of the prisoner as soon as practical.
- c. If it is necessary to interrupt a prisoner transport for meals before reaching a detention facility, the escorting deputy will make the selection of an eating establishment randomly and will not allow the prisoner to participate in the selection process. The meal will be ordered through a pickup window. At no time will a prisoner be left alone inside a transport vehicle. The prisoner will be allowed to eat the meal inside the transport vehicle.

E. Special Transport Situations:

The transporting deputy or their supervisor will notify the receiving personnel of any potential medical or security hazard. The notification may be documented in a memorandum.

F. Transport Vehicles:

- a. Vehicles used routinely to transport prisoners will have the following equipment removed or disconnected: interior rear door handles, interior rear door handles, and rear door locks. The rear area of the vehicle will be separated from the front by a barrier that allows constant visual contact between the deputy and prisoner.
- b. All patrol vehicles used to transport prisoners will be examined at that beginning of each shift and will include searches for weapons and contraband before and immediately after the transport of a prisoner.

2. PRISONER ESCAPES DURING TRANSPORT:

- a. The transporting deputy will notify the Communications Section or local law enforcement agency with jurisdiction. The deputy will provide the location of the escape, the escapee's description, direction of travel, criminal charges, and notice if the escapee is believed or known to be dangerous. The deputy will request backup units as necessary. (K-9, perimeter, search, etc.)
- b. It is the responsibility of the transport deputy to secure any remaining prisoners until backup units arrive on the scene. If the transport involved only one prisoner, the deputy will notify the dispatcher and then pursue the escapee.
- c. If the escape occurs in Suwannee County, the following applies:
 - 1. The Communications Section will notify the following as appropriate:
 - a. Available units.
 - b. On duty, Shift lieutenant
 - c. Any Aviation and SCSO canine units
 - d. Uniform Patrol Division Commander
 - e. Corrections Division
 - f. Sheriff, and
 - g. Other law enforcement agencies depending upon where the escape occurred.
 - 2. A supervisor will immediately respond to the location of the escape and take charge of the incident.
 - 3. Uniformed patrol personnel will initiate an Offense Incident Report. The deputy, from whom the prisoner escaped, may be required to document details of the escape in a memorandum

3. RECEIVING FACILITIES OR COURTS

Deputies and/or Correctional Officers (C/O) actions upon arrival at a facility court or other agency when delivering prisoners will follow the procedures established by the receiving facility and the following procedures that a minimum will apply:

- a. Securing Firearms
 - 1. Deputies and/or C/O's will not enter a secure holding area or receiving area with any weapon or ammunition. If the receiving facility does not have a means to secure weapons, they are to be secured in the Deputy and/or C/O's vehicle.
- b. Removing of Restraining Devices
 - 1. The receiving Deputy and/or C/O will determine when restraints will be removed.
- c. Documentation delivered to the receiving Deputy and/or C/O and written documentation detailing the prisoner/detainee transfer.
 - 1. The transporting Deputy and or C/O is responsible for ensuring that the Prisoner transfer paperwork is exchanged properly and, when applicable, for obtaining the signature of the receiving Deputy and/or C/O. Accompanying documentation may include: a probable cause affidavit court action form, commitment papers, medical records, and personal property.
- d. Before removing any prisoner from a detention facility, the prisoner will be positively identified via booking unit records/numbers assigned by the detention facility, and by comparing the subject with photographs on file.
- e. During interstate prisoner transport, the transport C/O will have a properly executed agency warrant, a governor's warrant, and/or a signed waiver of extradition.
- f. Advising receiving agency personnel of any potential medical or security hazards
 - 1. Any potential security problems that the prisoner presents during transport will be documented and brought to the attention of the receiving personnel. This information will include escape attempts, suicidal tendencies, and contagious illnesses.

F. GLOSSARY:

ARRESTEE: Any person who has been arrested and taken into custody.

DETENTION FACILITY: The physical confines of the holding facility to include the reception areas, sally port, holding cells, and related spaces.

IN CUSTODY: Being under the full control of an escorting deputy during transportation.

INMATE: A person who has been arrested, taken into custody, and booked into a corrections facility.

IN TRANSIT: State of being transported, such as when a deputy moves a prisoner from point of origin to a destination.

PRISONER: A person who has been arrested and taken into custody and/or incarcerated in a corrections facility. A prisoner can be either an arrestee or an inmate.

RESTRAINT DEVICES: Equipment used to restrict the movement of a prisoner, such as handcuffs, waist chains, leg irons, and tie-down stretchers.

SECURITY HAZARD: Any threat to the security of a prisoner, the court to which they are being transported, the facility in which they are being held or delivered to, or to others with whom a prisoner may come into contact. The degree of security hazard will dictate the means of transport, the type of restraining device(s) to be used, and other actions to be taken by the transporting deputy to provide proper protection and security.

TRANSPORT: A state of being transported, such as when a deputy moves a person in custody from point of origin to the destination, by vehicle or foot.

TRANSPORT VEHICLE: Any agency vehicle used for transporting persons in custody from one point to another.

G. INDEXING:

ESCAPES DURING TRANSPORT

PRISONER (ARRESTEE/INMATE) TRANSPORT

RESTRAINTS

TRANSPORTATION OF PRISONERS

APPROVED:

**SAM ST. JOHN
SHERIFF, SUWANNEE COUNTY**

**SUWANNEE COUNTY SHERIFF'S OFFICE
GENERAL ORDER**

TITLE:	Official Correspondence
GENERAL ORDER:	1.08
EFFECTIVE:	January 30, 2004
RESCINDS:	All Previous
REVIEWED:	May 3, 2012, February 5, 2013, March 3, 2014, July 1, 2015, March 10, 2016, January 1, 2017
PAGES:	2

- A. PURPOSE:**
To establish procedures and guidelines governing the receiving and sending of official letters and other written correspondence.
- B. SCOPE:**
This procedure shall apply to all corrections division personnel.
- C. POLICY:**
It is the policy of the Suwannee County Sheriff's Office to standardize all correspondence within and outside the agency.
- D. PROCEDURE:**

CORRESPONDENCE

1. Correspondence with persons and public and private agencies is vital to the effective functioning of the office. Since correspondence creates an image of the office it must be prepared with professional accuracy, clarity, and grammar.
2. All official incoming correspondence will be acted upon promptly. If unable to reply within a reasonable time, acknowledgement of receipt and an explanation of the delay must be made in writing and directed to the person making the inquiry.
3. Correspondence processed for mailing must be prepared over the name of the Sheriff, followed by the signature of the employee in charge of the unit, or any person he designates (See Appendices "1" and "2").
4. A copy of all correspondence will be retained by the originating office.
5. Office letterheads must not be used for personal or private correspondence, nor may an employee use the official mailing address for purpose of receiving personal mail not connected with official business.
6. Inter-office memoranda (See Appendix "3" for format).

7. Envelopes and addresses (See Appendix "4" for format).
8. State names should either be spelled out or U.S. Postal Service approved two letter abbreviations used (See Appendix "5").

E. INDEXING:

Correspondence
Official Correspondence

APPROVED:

**SAM ST. JOHN
SHERIFF, SUWANNEE COUNTY**

January 1, 2008

Ms. Jane Smith, Secretary
Suwannee County Sheriff's Office
200 S. Ohio/MLK Avenue, Suite 105
Live Oak, Florida 32064

Re: Letter Format

Dear Ms. Smith:

All official correspondence on letterhead stationery is typed in Universal style.

The date is just to the right of the center of the page, three (3) spaces below the letterhead address. The inside address is typed flush with the left margin, beginning not less than three (3), or more than twelve (12) lines below the date line. If you have a reference line, it is located just right of the center of the message, not less than two spaces below the inside address and not less than two (2) spaces above the opening of your letter.

The complimentary close, if the letter is from the Sheriff, is typed two (2) lines below the end of the closing paragraph, just to the right of the center of the page. The Sheriff's name is typed four (4) spaces below the complimentary close followed by a comma and title.

Respectfully,

Sam St. John, Sheriff

SS/cnc

Ms. Jane Smith
January 1, 2008
Page 2

If your letter runs two pages, use plain white bond paper for your second sheet. The heading should contain the name of the addressee, the date, and the page number.

The first line of the heading is typed 4 to 6 spaces from the top edge of the paper, and the first line of the body of your letter is typed 3 to 6 spaces below your heading.

You should have at least two lines of the body of the letter, excluding the complimentary close on the continuation sheet. The complimentary close, signature, etc., are typed in the same manner as on a one (1) page letter.

The dictation data is typed two (2) lines below the signature line, and flush with the margin. The initials of the Sheriff in caps, slash, initials of the person dictating letter in caps, slash, and initials of typist in lower case.

If something is to be enclosed with the letter, the enclosure line is typed two (2) spaces below the dictation data line.

The most important thing to remember, however, is that your letter reflects directly on the Sheriff's Office and in addition to its professional appearance, should be pleasing to the eye.

Respectfully,

SAM ST. JOHN, SHERIFF

(Sender's initials)/(Typists initials)

Enclosures

CC:

Envelopes are addressed as illustrated below in accordance with the U.S. Postal Service. Remember NO punctuation is to be used other than a “-“when the zip + 4 is used. Use all caps, abbreviations and Universal style. All non-address information should be placed on the top line of the address, including the attention line. City, state, and zip code should be included in one line using the two letter abbreviations for the state with one space between city and state and two spaces between state and zip code.

SUWANNEE COUNTY SHERIFF’S OFFICE
200 S. OHIO/MLK AVENUE, SUITE 105
LIVE OAK, FLORIDA 32064

MRS JANE DOE PROPERTY SECTION
SUWANNEE COUNTY SHERIFF’S OFFICE
200 S. OHIO/MLK AVENUE, SUITE 105
LIVE OAK, FLORIDA 32064

PERSONAL
MR JOHN DOE PERSONNEL MANAGER
200 S. OHIO/MLK AVENUE, SUITE 105
LIVE OAK, FLORIDA 32064

TWO LETTER STATE ABBREVIATIONS

Alabama	AL	Montana	MT
Alaska	AK	Nebraska	NE
Arizona	AZ	Nevada	NV
Arkansas	AR	New Hampshire	NH
California	CA	New Jersey	NJ
Canal Zone	CZ	New Mexico	NM
Colorado	CO	New York	NY
Connecticut	CT	North Carolina	NC
Delaware	DE	North Dakota	ND
District of Columbia	DC	Ohio	OH
Florida	FL	Oklahoma	OK
Georgia	GA	Oregon	OR
Guam	GU	Pennsylvania	PA
Hawaii	HI	Puerto Rico	PR
Idaho	ID	Rhode Island	RI
Illinois	IL	South Carolina	SC
Indiana	IN	South Dakota	SD
Iowa	IA	Tennessee	TN
Kansas	KS	Texas	TX
Kentucky	KY	Utah	UT
Louisiana	LA	Vermont	VT
Maine	ME	Virginia	VA
Maryland	MD	Virgin Islands	VI
Massachusetts	MA	Washington	WA
Michigan	MI	West Virginia	WV
Mississippi	MS	Wisconsin	WS
Missouri	MO	Wyoming	WY

**SUWANNEE COUNTY SHERIFF'S OFFICE
GENERAL ORDER**

TITLE:	Internet Usage Policy
GENERAL ORDER:	1.09
EFFECTIVE:	March 30, 2012
RESCINDS:	Any previous
REVIEWED:	March 10, 2016, January 1, 2017
PAGES:	3

A. PURPOSE:

The purpose of this policy is to establish management direction, procedures and requirements to ensure the appropriate protection of the Clerk's Office and the Suwannee County Sheriff's Office information and equipment by internet connections.

B. SCOPE:

This policy applies to all users (employees, contractors, temporaries, etc.) who use the Internet.

C. POLICY:

The new resources, new services, and interconnectivity available via the Internet all introduce new opportunities and new risks. In response to the risks, this policy describes the Clerk's Office and the Suwannee County Sheriff's Office policy regarding Internet security. Violations of these policies can lead to revocation of system privileges and/or disciplinary action, including termination if necessary.

D. PROCEDURE:

Clerk or Suwannee County Sheriff's Office provided Internet/intranet privileges, like computer systems and networks, are government resources intended for official purposes. Use of Internet/intranet is subject to monitoring for security and/or network management and employees may further be subject to limitations on their use of such resources.

Conditions of use:

Users shall not:

- Use the Internet for any illegal purpose.
- Upload, download or otherwise transmit commercial software or any copyrighted materials belonging to parties outside of the Clerk's Office or the Sheriff's Office or to the Clerk's Office or Sheriff's Office itself.
- Visit Internet sites that contain illegal, obscene, or hateful content which is objectionable and inappropriate for the workplace. Neither shall users send or receive material that is obscene or defamatory or which is intended to annoy, harass or intimidate another person.
- Disable Kaspersky Download Scan. PCs will be configured to automatically scan any material downloaded from an Internet Web site.
- Use the Clerk's or Sheriff's internet resources (software/hardware or data) for other than authorized official purposes.
- Permit any unauthorized individual to obtain access to Sheriff's Office Internet connections.

Information movement

All software downloaded from the Internet must be screened with virus detection software prior to being opened or run. Whenever the provider of the software is not trusted, download software should be tested on a standalone (not connected to the network) non-production machine. If this software contains a virus, worm, or Trojan horse, then the damage will be restricted to the involved machine.

Expectation of privacy

At any time and without prior notice, the Systems Administrator reserves the right to examine e-mail, personal file directories, and other information stored on Sheriff's Office computers. This examination assures compliance with internal policies.

Resource usage

The Clerk's Office and the Sheriff's Office encourage staff to explore the Internet, but if this exploration is for personal purposes, it should be done on personal, not government time. Likewise games, news groups and other non-official activities must be performed on personal, not government time.

Access control

All users wishing to establish a connection with the Clerk's Office or Sheriff's Office computers via the Internet must authenticate themselves at a firewall before gaining access to the Clerk's internal network. This authentication process is done automatically by the Systems Administrator.

Reporting security problems

If sensitive Clerk or Sheriff's Office information is lost, disclosed to unauthorized parties, or suspected of being lost or disclosed to unauthorized parties, the Systems Administrator must be notified immediately.

If any unauthorized use of the Clerk's or the Sheriff's Office information systems has taken place, or is suspected of taking place, the Systems Administrator must likewise be notified immediately. Similarly, whenever passwords or other system access control mechanism are lost, stolen or disclosed, or are suspected of being lost, stolen, or disclosed, the Systems Administrator must be notified immediately.

Because it may indicate a computer virus infection or similar security problem, all unusual systems behavior, such as missing files, frequent system crashes, misrouted messages, and the like must be immediately reported. The specifics of security problems should not be discussed widely but should instead be shared on a need-to-know basis.

Contact point

Questions about this policy may be directed to the Systems Administrator.

Disciplinary process

Violation of these policies may subject employees or contractors to disciplinary procedures.

E. INDEXING:

Internet Usage

APPROVED:

**SAM ST. JOHN
SHERIFF, SUWANNEE COUNTY**

**SUWANNEE COUNTY SHERIFF'S OFFICE
GENERAL ORDER**

TITLE:	E-Mail Policy
GENERAL ORDER:	1.10
EFFECTIVE:	March 30, 2012
RESCINDS:	All Previous
REVIEWED:	March 10, 2016, January 1, 2017
PAGES:	5

A. PURPOSE:

This policy has been adopted to assure the proper use of the Suwannee County Sheriff's Office email system and to make users aware of what the Sheriff's Office defines as acceptable and unacceptable use. The Suwannee County Sheriff's Office reserves the right to amend this policy at any time. In the case of amendments, users will be informed appropriately.

B. SCOPE:

This policy applies to all users (employees, contractors, temporaries, volunteers, etc.) who use the Internet/email.

C. POLICY:

This document establishes rules and regulations that define acceptable use of the system. Unacceptable use is prohibited and is grounds for loss of computer privileges, as well as discipline or legal sanctions under federal, state or local laws.

D. PROCEDURE:

Legal Issues

Email is a business communication tool and users are obligated to use this tool in a responsible effective and lawful manner. Although by its nature email seems to be less formal than other written communication, the same laws apply. Therefore, it is important that users be aware of the legal risks of email:

- If you send or forward emails with any libelous, defamatory, offensive, racist, or obscene remarks, you and the Sheriff's Office may be held liable.
- If you unlawfully forward confidential information, you and the Sheriff's Office may be held liable.
- If you knowingly send an attachment that contains a virus, worm, or Trojan, you and the Sheriff's Office may be held liable.

By following the guidelines in this policy, the email user can minimize the legal risks involved in the use of email.

The following rules are required by law and are to be strictly adhered to. It is prohibited to:

- Send unsolicited email messages.
- Forge or attempt to forge email messages.
- Disguise or attempt to disguise your identity when sending mail.
- Send email messages using another person's email account.

Best Practices

The Suwannee County Sheriff's Office considers email as an important means of communication and recognizes the importance of proper email content and the professional attitude that should be portrayed. Users should take the same care in drafting an email as they would for any other communication. Therefore, the Sheriff's Office insist users adhere to the following guidelines:

- **Writing professional emails:**
 - Write well-structured emails and use short, descriptive subjects
 - The use of Internet abbreviations including "lol", "rofl", "brb" and characters such as smiley's, are not encouraged.
 - Electronic signature may include your name, job title, company name, and address
 - Users should spell check all mails prior to transmission
 - Do not send unnecessary attachments. Compress attachments larger than 200K before sending them.
 - Only send emails of which the content could be displayed on a public notice board. If they cannot be displayed publicly in their current state, consider rephrasing the email or using an alternative means of communication.
 - Only mark emails as important if they really are important.
- **Replying to emails**
Emails should be answered as soon as possible, or whenever the time is right.
- **Maintenance** (BE SURE TO ASK THE RECORDS MANAGER BEFORE DELETING ANY EMAILS IF YOU HAVE ANY QUESTION AS TO IT'S RETENTION PERIOD)
Periodically delete email messages that you do not need; however, to assure that we comply with the public records laws, take special note of the following:

ELECTRONIC RECORDS

Record schedules may apply to records regardless of their physical format. Therefore, records created or maintained in electronic format must be retained in accordance with the minimum retention requirements presented in these schedules, whether the electronic records are the record copy or duplicates. Printouts of standard correspondence in text or word processing files are acceptable in place of the electronic files. Printouts of e-mail files are acceptable in place of the electronic files provided that the printed version contains the complete header information, including all date/time stamps, routing information, etc.

All public records must have an approved retention schedule in place before they can be destroyed or otherwise disposed of. Retention periods are determined by the content, nature, and purpose of records and are set based on their legal, fiscal, administrative, and historical values, regardless of their form. Therefore, there is no single retention schedule that would apply across the board to all e-mails. E-mails, like other records, irrespective of their form, can have a variety of purposes and relate to a variety of program functions and activities. The retention period of any particular e-mail message will generally be the same as the retention for records in any other form that document the same program function or activity.

Sheriff's Office employees are required to relate each e-mail that is created or received by the employee through the Sheriff's Office e-mail system to the activity it documents, as well as to other records documenting that activity, and apply the appropriate retention period based on that activity or function. If you have any questions or for the approved retention schedules for Local Government Agencies, contact our Records Manager.

It is the responsibility of each Sheriff's Office employee to ensure that e-mail and other public records in their custody are maintained for the required retention period(s). Although the Clerk routinely backs up its servers, each back-up is maintained only briefly for disaster recovery purposes and therefore cannot be regarded as a tool for meeting public records retention requirements.

CORRESPONDENCE AND MEMORANDA: ADMINISTRATIVE

This record series consists of routine correspondence and memoranda of a general nature that is associated with administrative practices but that does not create policy or procedure, document the business of a particular program, or act as a receipt. See also "Directives/Policies/Procedures." These records may have archival value.

RETENTION:

Record Copy: three (3) fiscal years

Duplicates: Retain until obsolete, suspended, or administrative value is lost.

DIRECTIVES / POLICIES / PROCEDURES

This record series consist of the official management statements of policy for the organization, supporting documents, and the operating procedures which outline the method for accomplishing the functions and activities assigned to the agency. It includes all correspondence and memoranda generated relating to the policies and procedures which are to be followed by employees. See also "CORRESPONDENCE & MEMORANDA: ADMINISTRATIVE." These records may have archival value.

RETENTION:

- a. Record Copy: Two (2) years after superseded or becoming obsolete
- b. Duplicates: Retain until obsolete, superseded, or administrative value is lost.

TRANSITORY MESSAGES

This record series consists of those records created primarily for the communication of information, as opposed to communications designed for the perpetuation of knowledge. Transitory messages do not set policy, establish guidelines or procedures certify a transaction, or become a receipt. The informal tone of transitory messages might be compared to the communication that might take place during a telephone conversation or a conversation in an office hallway. Transitory messages would include, but are not limited to: E-mail messages with short-lived, or no administrative value, voicemail, self-sticking notes and telephone messages.

Many, though not all, e-mails fall under the retention schedule for "TRANSITORY MESSAGES" (General Records Schedule GS-L for Local Government Agencies Item #146). For instance, an e-mail message notifying employees of an upcoming meeting would have value until the meeting has been attended, or the employee receiving the message has marked the date and time in the calendar.

RETENTION:

- a. Record Copy: Retain until obsolete, superseded or administrative value is lost.
- b. Duplicates: Retain until obsolete, superseded or administrative value is lost.

Managing E-Mail

Sorting e-mail into appropriate personal folders is a helpful way to manage these records and to ensure that appropriate retention requirements are identified and met. That is, just as file cabinets are set up to house different sets of files and employees know where to file paper records in those files, e-mail files and folders can be set up with the appropriate retention period designated for each of those files and folders. If no retention schedule exists for records relating to a particular activity, then one must be established through our Records Manager, and that retention schedule would then apply to all documentation of that activity, regardless of form (paper, film electronic, etc).

- Do not use your office email when registering junk mail or spam.

Confidential Information

Never send any confidential information via email. If you are in doubt as to whether to send certain information via email, check with your supervisor first.

Email Accounts:

All email accounts maintained on our email systems are property of the Suwannee County Sheriff's Office. Your passwords should be kept private and not be given to other people. Email accounts not used for ninety (90) days will be deactivated and possibly deleted.

System Monitoring

Users expressly waive any right of privacy in anything they create, store, send or receive on the Sheriff's Office computer system. The Sheriff's Office can, but is not obligated to, monitor emails without prior notification. If there is evidence that you are not adhering to the guidelines set out in this policy, the Suwannee County Sheriff's Office reserves the right to take disciplinary action, including termination and/or legal action.

Questions:

If you have any questions or comments concerning this email policy, please contact the Sheriff or the Chief Deputy. If you have any questions concerning Records Retention, please call Traci McCormick, she is the Records Manager for the Suwannee County Sheriff's Office.

E. INDEXING:

E-Mail Policy
Records Retention

APPROVED:

SAM ST. JOHN
SHERIFF, SUWANNEE COUNTY

**SUWANNEE COUNTY SHERIFF'S OFFICE
GENERAL ORDER**

TITLE:	Social Media
GENERAL ORDER:	1.11
EFFECTIVE:	July 29, 2016
RESCINDS:	New
REVIEWED:	January 1, 2017
PAGES:	5

A. PURPOSE:

The purpose of this order is to outline expectations of Sheriff's Office members with respect to their use of social media and social networking and the direct effect such use has upon the reputation and perception of this office.

B. SCOPE:

This order shall apply to all Suwannee County Sheriff's Office members.

C. DISCUSSION:

As members of this office, you are the embodiment of our mission. It is vital that each member accept their roles as ambassadors of this office, striving to maintain public trust and confidence, not only in their professional actions, but also in their personal and online actions. Any online activity that has the effect of diminishing the public's trust and/or confidence in this office will hinder the efforts of the office to fulfill our mission. By virtue of your position, you are held to a higher standard than general members of the public, and your online activities should reflect such professional expectations and standards.

E. POLICY:

Members shall not use any form of social media or social networking, including but not limited to, Facebook, Twitter, MySpace, LinkedIn, Instagram, Vine, YouTube, Google+, Usenet groups, online forums, message boards or bulletin boards, blogs, or other similarly developed formats, in any way, so as to tarnish the department's reputation. It shall be the policy of the Suwannee County Sheriff's Office that any online actions taken by a member which detract from the mission of the department, or reflect negatively on your position, will be viewed as a direct violation of this general order.

F. PROCEDURE:

1. Department Issued Computers or Cell Phones

- a. Members are prohibited from using department computers or cell/phones/devices for any unauthorized purposes, including participation in social media or social networking unless permission is granted for investigative or public information purposes.

2. **Social Media Use While on Duty**

- a. Members are prohibited from using any social media or social networking platform while on duty, unless permission is granted for investigative or public information purposes.

3. **Social Media Use While Off Duty**

- a. Unless granted explicit permission, members of this office are prohibited from posting any of the following on any social networking platform, either on their own sites, the sites of others known to them, news media pages, or other information exchange forums:
 - 1. Any text, photograph, audio, video, or any other multimedia file related to any investigation, both current or past, of this office.
 - 2. Any text, photograph, audio, video, or any multimedia file related to any past or current action of this department, either in homage or critique.
 - 3. Logos, badges, seals, uniforms, vehicles, equipment or any item or symbol that is affiliated with this office.
 - 4. Any item, symbol, working number, likeness, or material that is identifiable to this office.
 - 5. Any text, photograph, audio, video, or any other multimedia file that is related to any occurrence within the office.

4. **Guideline for Operating or Participating in Social Media or Social Networking While Off Duty:**

- a. Members who choose to maintain or participate in social media or social networking platforms while off duty shall conduct themselves with professionalism and in such a manner that will not reflect negatively upon the office or its mission. In the course of operating or participating in such venues, the following rules shall apply:
 - 1. Unless explicitly granted permission by the office, members shall not identify themselves, in any way, as a member of this office.
 - 2. Members shall not use any reference to infer they are a member of this office during social networking participation or maintenance.
 - 3. Members will be held responsible for the content that appears on their maintained social media or social networking sites and will be obligated to remove any posting or material contributed by others that identifies the member as an employee of the Suwannee County Sheriff's Office.
 - 4. Members will be held responsible for the content that appears on their maintained social media or social networking sites will be obligated to remove any posting or material contributed by others that reflect negatively upon this office.
 - 5. Sexually graphic or explicit material of any kind shall not be posted by the member on any form of social media or social networking site.
 - 6. Sexually graphic or explicit material posted by others to the member's social media or social networking sites shall be immediately removed by the member.

7. Weaponry, owned by this office and/or owned personally or privately, shall not be displayed or referenced to, in any multimedia format, on social media or social networking sites if such displays or depictions promote or glorify violence.
8. Any text, photograph, audio, video, or any other multimedia file including on a social media or social networking site that infers, implies, states, opines, or otherwise expresses the member's views on the legal, judicial or criminal systems shall not, in any way, undermine the public's trust and confidence in this office.
9. Any posting that detracts from the Sheriff's Office mission will be considered a direct violation of this policy.

5. **Rank and/or Title Use in Social Media/Social Networking:**

- a. Unless serving as an explicitly permitted tool of public information or community outreach, no member shall use their rank and/or title in any social media or social networking activity. This includes inclusion of said rank and/or title into the member's online identity or avatar.

6. **Administrative or Internal Investigation:**

- a. Members who are brought under administrative or internal investigation related to their performance, functionality, or duties as a member may be ordered to provide the office, or its designated investigator, with access to the social media and/or social networking platforms in which they participate or maintain.
- b. Members who are brought under administrative or internal investigation related to the department's operation, productivity, efficiency, morale, or reputation, may be ordered to provide the office, or its designated investigator, with access to the social media and social networking platforms in which they participate or maintain.

7. **Current Member Attestation:**

- a. If requested, any member shall complete an affidavit attesting to all of the social media and social networking platforms in which they participate or maintain.

F. **GLOSSARY:**

For the purpose of this general order, the following definitions apply:

Avatar: A computer user's representation of himself/herself, or an alter ego.

Blog: A series of entries, written by either one person or a group of people, in an online journal, usually posted in chronological order, like a diary. Blogs can allow comments on entries or not.

Blogging: To read, write or edit a shared online journal. Blogging can also encompass the act of commenting and engaging with others commenters – on any blog, including one operated by a third party.

Commenting: The act of creating and posting a response to a blog post, news article, social media entry or other social networking post. Commenting can also entail the act of posting an original composition to an unrelated post or article.

Comments: Response to a blog post, news article, social media entry or other social networking post.

Forum: An online discussion site.

Handle: The name of one's online identity that is issued most frequently. It can also be the name of one's Twitter or FaceBook identity.

Identity: An online identity, internet identity or internet persona that a social networking user establishes. This can be a real name, an alias, a pseudonym or a creative description.

Internet: A computer network consisting of worldwide networks which use the TCP/IP network protocols to facilitate data transmission and exchange.

Mobile Social Networking: Social networking using a mobile phone or other cellular based device.

Post: An item inserted to a blog or an entry to any type of computerized bulletin board or forum.

Posting: The act of creating, uploading, editing or adding to any social media outlet. This includes text, photographs, audio, video, or any other multimedia files.

Social Media: A variety of online sources which allow people to communicate, share, information, share photos, share videos and exchange text and other multimedia files with others via some form of online or cellular network platform.

Social Networking: Using internet or mobile formats such as FaceBook, Twitter, MySpace, LinkedIn, Foursquare, Instagram, Vine, YouTube, Google+, Usenet Groups, online forums, message boards or bulletin boards, blogs, and other similarly developed formats, to communicate with others using the same groups while also networking with others based upon similar interests, geographical locations, skills, occupations, ideology, beliefs, etc.

User Name: The name provided by the participant during the registration process associated with a website that will be displayed publicly on the site.

World Wide Web: Computer network consisting of a collection of internet sites that offer text, graphics, sound, and animation resources through the hypertext transfer protocol.

G. INDEXING:

Applicant
Member
Off Duty
On Duty
Posting
Social Media
Social Network

APPROVED:

**SAM ST. JOHN
SHERIFF, SUWANNEE COUNTY**

**SUWANNEE COUNTY SHERIFF'S OFFICE
GENERAL ORDER**

TITLE:	Interviewing persons with Autism or Autism Spectrum Disorder
GENERAL ORDER:	1.12
EFFECTIVE:	July 7, 2016
RESCINDS:	New
REVIEWED:	January 1, 2017
PAGES:	2

A. PURPOSE:

The purpose of this order is to establish and define the agency's policy on interviews of victims, suspects, or defendants with autism or an autism spectrum disorder.

B. SCOPE:

This order applies to all Sheriff's Office members.

C. DISCUSSION:

The Suwannee County Sheriff's Office shall take procedures to ensure that a qualified professional, upon request, and as defined in Florida Statute 943.0439 is present at all interviews of an autistic individual.

D. POLICY:

All members of Sheriff's Office will adhere to the procedures of interviewing persons with autism or an autism spectrum disorder.

E. PROCEDURE:

Law Enforcement and Correctional Officers shall upon the request of an individual diagnosed with autism or an autism spectrum disorder or at the request of his or her parent or guardian, make a good faith effort to ensure that a psychiatrist, psychologist, mental health counselor, special education instructor, clinical social worker, or related professional is present at all interviews of the individual.

The professional must have experience treating, teaching, or assisting patients or clients who have been diagnosed with autism or an autism spectrum disorder or related developmental disability or must be certified in special education with a concentration focused on persons with autism or an autism spectrum disorder.

All expenses related to the attendance of the professional at interviews shall be borne by the requesting parent, guardian, or individual. If the individual is a victim, the defendant shall reimburse the victim for all expenses related to the attendance of the professional at the interview, in addition to other restitution or penalties provided by law, upon conviction of the offense of which the individual is a victim.

Failure to have a professional as defined by the subsection present at the time of the interview is not a basis for suppression of the statement or the contents of the interview or for a cause of action against the law enforcement officer or agency. This subsection applies to such an individual who is the victim, a suspect, or a defendant formally accused of a crime.

F. INDEXING:

Persons with Autism

APPROVED:

**SAM ST. JOHN
SHERIFF, SUWANNEE COUNTY**

**SUWANNEE COUNTY SHERIFF'S OFFICE
GENERAL ORDER**

TITLE:	Biased Based Profiling
GENERAL ORDER:	1.13
EFFECTIVE:	August 1, 2016
RESCINDS:	New
REVIEWED:	January 1, 2017
PAGES:	4

A. PURPOSE:

The purpose of this policy is to unequivocally state that racial and ethnic profiling in law enforcement is totally unacceptable and to provide guidelines for officers to prevent such occurrences. To protect our officers when they act within the dictates of the law and policy from unwarranted accusations in bias based profiling in traffic contacts, field contacts searches and seizures, and in asset seizure and forfeiture efforts.

B. SCOPE:

This order shall apply to all Sheriff's Office sworn members.

C. POLICY:

It is the policy of this department to patrol in a proactive manner, to aggressively investigate suspicious persons and circumstances, and to actively enforce the motor vehicle laws, while insisting that citizens will only be stopped or detained when there exists reasonable suspicion to believe they have committed, are committing or are about to commit, an infraction of the law.

D. DISCUSSION:

A fundamental right guaranteed by the Constitution of the United States to all who live in this nation is to the equal protection under the law. Along with this right to equal protection is the fundamental right to be free from unreasonable searches and seizures by governmental agents. Citizens are free to walk and drive our streets, highways, and other public places without police interference so long as they obey the law. They also are entitled to be free from crime, and from the depredations of criminals, and to drive and walk our public ways safe from the actions of reckless and careless drivers.

1. This law enforcement agency is charged with protecting these rights, for all, regardless of race, color, ethnicity, sex, sexual orientation, physical handicap, religion or other belief system.
2. Because of the nature of their business, law enforcement officers are required to be observant, to identify unusual occurrences and law violations, and to act upon them. It is this proactive enforcement that keeps our citizens free from crime, our streets and highways safe to drive upon, and that detects and apprehends criminals.

3. This policy is intended to assist law enforcement in accomplishing this total mission in a way that respects the dignity of all persons and yet sends a strong deterrent message to actual and potential lawbreakers that if they break the law, they are likely to encounter the police.

E. PROCEDURE:

1. The department's efforts will be directed toward assigning officers to those areas where there is the highest likelihood that crashes will be reduced and/or crimes prevented through proactive patrol.
2. Offices will receive training in accordance with CJST guidelines, including officer safety, , cultural diversity, bias based profiling to include legal aspects, the laws governing search and seizure, and interpersonal communication skills.
3. Training will emphasize the need to respect the rights of all citizens to be free from unreasonable government intrusion or police action.
4. Traffic enforcement will be accompanied by consistent, ongoing supervisory oversight to ensure that officers do not go beyond the parameters of reasonableness in conducting such activities.
5. Motorists and pedestrians shall only be subjected to stops, seizures or detentions upon reasonable suspicion that they have committed, are committing, or are about to commit and infraction. Each time a motorist is stopped, the officer shall radio to the dispatcher the location of the stop and the description of the person or vehicle being detained.
6. The department recognizes that with experience, individual officers may develop individualized approaches that they find work best for them in minimizing conflict during officer/violator contacts. Given some better approach, the following is recommended, in the order specified below:
 - a. Given a greeting, such as "Good morning ma'am", "Good evening, sir", etc.
 - b. Identify yourself. Example: "I am Officer Smith of the Suwannee County Sheriff's Office."
 - c. State the reason why the person is being stopped or detained. Example: "I stopped you because I saw your vehicle come through the stop sign at that last intersection without coming to a complete stop." (Describing the actions of the vehicle rather than personalizing the action to the driver tends to reduce tension.)
 - d. It may defuse tension to ask a motorist if there was some reason for the violation. This gives them the opportunity to "have their say", often leads to an admission that the violator realized they were in violation, and precludes a defendant from offering a different excuse at trial. If you choose not to ask but the motorist wishes to give a reason or excuse, listen politely and give them ample opportunity to tell their story.
 - e. Politely ask for identification and any required documents. Example: "May I please see your license, registration, and proof of insurance?"

- f. After completing any necessary paperwork, inform the driver or pedestrian as to what action is being taken and what, if any, the person must do as a result, such as how to pay any fine involved, obtain a traffic court hearing, etc.
- g. Given an appropriate closing. For example, if the motorist was cooperative, "Thank You for your cooperation and please drive carefully."
- h. Make sure the driver is able to merge safely back into the traffic stream.
 - 1. Appropriate enforcement action should always be completed, generally in the form of a warning, citation or arrest.
 - 2. No motorist, once cited or warned, shall be detained beyond the point where there exists no reasonable suspicion of further criminal activity.

Complaints of Racial/Ethnic Profiling:

- 1. Any person may file a complaint with the department if they feel they have been stopped or searched based on racial, ethnic, or gender-based profiling, and no person shall be discouraged, intimidated, or coerced from filing such a complaint, or discriminated against because they have filed such a complaint.
- 2. Any officer contacted by a person who wishes to file such a complaint, shall refer them to the Chief Deputy who will provide the complainant with a complaint form. The complaint form shall include the person's name, address, and telephone number. The complainant should complete the form and turn it in to the Chief Deputy.

F. GLOSSARY:

Biased Based Profiling: The detention, interdiction, or other disparate treatment of any person on the basis of their race, color, ethnicity, sex, physical handicap or religion.

Reasonable suspicion: Also known as articulable suspicion. Suspicion that is more than a mere hunch, but is based on a set of articulable facts and circumstances that would warrant a person of reasonable caution in believing that an infraction of the law has been committed, is about to be committed, or is in the process of being committed, by the person or persons under suspicion. This can be based on the observation of a police officer combined with his/her training and experience, and/or reliable information received from credible outside sources.

Authority: The right to command and enforce obedience, the right to act officially.

Chain of Command: The unbroken line of authority extending from the Sheriff through a single subordinate at each level of authority, down to the level of execution and return.

Discretion: The authority to make decisions and choices and the exercising of sound judgment.

G. INDEXING:

Alternatives to arrest
Code of Ethics
Discretion
Oath of Office
Obeying Orders
Statutory Authority

APPROVED:

**SAM ST. JOHN
SHERIFF, SUWANNEE COUNTY**

**SUWANNEE COUNTY SHERIFF'S OFFICE
GENERAL ORDER**

TITLE:	Juvenile Civil Citation Program
GENERAL ORDER:	1.14
EFFECTIVE:	August 1, 2016
RESCINDS:	All
REVIEWED:	January 1, 2017
PAGES:	2

A. PURPOSE:

The purpose of this order is to establish procedures and guidelines for issuing Civil Citations to juveniles.

B. SCOPE:

This order shall apply to all Sheriff's Office members.

C. DISCUSSION:

The Sheriff's Office recognizes the need for the development and perpetuation of programs designed to assist dependent juveniles.

D. POLICY:

It shall be the policy of the Suwannee County Sheriff's Office to use its resources, acting within the scope of its authority, outlined in Florida Statute Chapter 39 to intervene and divert juveniles under the age of 18 from the criminal justice system.

E. PROCEDURE:

1. Sheriff's Office members shall follow the guidelines set forth in this order under Section 985.12, Florida Statute which provides: For a Juvenile Civil Citation process for the purpose of providing an efficient and innovative alternative to custody by the Office of Juvenile Justice, for children who commit non-serious delinquent acts, and to ensure swift and appropriate consequences. Any law enforcement officer may issue a civil citation upon making contact with a juvenile who:
 - a. Admits having committed a non-serious delinquent act (misdemeanor), requiring no restitution.
 - b. Has no prior arrests and has not previously participated in the Juvenile Civil Citation Program more than two (2) times.
 - c. Both the juvenile offender, and his/her parents must agree to a civil citation.
2. Deputies may issue a civil citation which may or may not be used by the State Attorney's Office. Deputies may recommend participation in intervention services appropriate to the identified needs of the juvenile.

PROCEDURE FOR ISSUING A CITATION:

1. The deputy shall determine if the offense qualifies for a civil citation.
2. Verify that the juvenile is eligible to participate.
3. Attempt to notify parent/guardian of the issuance of a civil citation and document contact at the bottom of the Civil Citation Form.
4. Civil Citation along with all other documentation will be forwarded to the State Attorney's Office for appropriate action.

F. INDEXING:

Juvenile Civil Citation

APPROVED:

**SAM ST. JOHN
SHERIFF, SUWANNEE COUNTY**

**SUWANNEE COUNTY SHERIFF'S OFFICE
GENERAL ORDER**

TITLE:	Fiscal Management
GENERAL ORDER:	2.01
EFFECTIVE:	October 1, 2010
RESCINDS:	All Previous
REVIEWED:	March 10, 2016, January 1, 2017
PAGES:	5

A. PURPOSE:

To establish guidelines for the fiscal management of the Suwannee County Sheriff's Office.

B. SCOPE:

This order applies to all Sheriff's Office members.

C. DISCUSSION:

The Sheriff has the ultimate authority and responsibility for all fiscal matters of the agency. However, the fiscal management function is delegated to the Director of Fiscal Affairs who will keep the Sheriff informed on the status of funds and other fiscal matters. Sufficient detail will be maintained to permit an annual external audit by an independent public accounting firm.

D. POLICY:

The Suwannee County Sheriff's Office will maintain fiscal management practices consistent with applicable federal and state laws, including Generally Accepted Accounting Principles and Governmental Accounting Standards.

E. DEFINITIONS:

Accounting: A precise list or enumeration of monetary transactions. The bookkeeping methods involved in making a financial record of business transactions and in the preparation of statements concerning the assets, liabilities and operating results of an organization.

Accounting System: A system of financial record keeping that records, classifies, and reports information on the financial status and operation of an organization.

Appropriation: Money that the agency is authorized to spend for a specific purpose, i.e. personnel services, operating expenses, capital, etc.

Audit: An official review of the Sheriff's Office accounting system to ensure that financial records are accurate and in compliance with all legal requirements for the processing of public funds. This review will be performed by accounting professionals in conformance with recognized guidelines.

Capital Outlay: Items with a unit cost of more than \$1,000.00 and a life expectancy of more than one year.

Expenditure: The actual outlay of cash or credit for goods and services received.

Fiscal Year: A financial period to which revenues, appropriations, and expenditures are related for accounting purposes. The fiscal year for all Suwannee County governmental agencies begins October 1 and ends September 30 of the following year.

Fund: A set of interrelated, self-balancing accounts that record the assets, liabilities, revenues, and expenditures related to a specific purpose.

Generally Accepted Accounting Principles: Accounting processes developed and documented by nationally recognized professional organizations for conducting, measuring, and reporting financial and related activities in a consistent manner.

Purchase: A purchase is an acquisition of commodities or services. Commodities are any of the various supplies, materials, goods, merchandise, equipment and other tangible property purchased, leased, or otherwise contracted for by the Sheriff's Office. Services are intangible works or duties performed by others for the benefit of the Sheriff's Office.

Purchase Order: A document issued to authorize a vendor to deliver specified merchandise or render a specified service for a stated estimated price.

F. PROCEDURE:

ACCOUNTING

The Sheriff's Office has an integrated payroll, purchasing, and general ledger accounting system. Information concerning appropriations, cash balances, unencumbered balances, expenditures, receipts, and open purchase orders is available daily. Budget performance reports and financial statements are prepared monthly. The reports summarize data for the total Sheriff's budget, by fund, bureau, and cost center. The chart of accounts is structured following the State of Florida Uniform Accounting System's classification of accounts. Each transaction is classified according to function, organization, activity, and program. Separate self-balancing funds are maintained for governmental, fiduciary, and account group funds.

1. In addition to managing and overseeing the day-to-day financial affairs of the agency, the Director of Fiscal Affairs is responsible for preparing financial statements, fund control, and coordinating financial audits. These duties include, but are not limited to, the following:
 - a. Ensuring that annual financial audits are conducted in accordance with F.S. 11.45. The financial statements of record will be prepared by an independent accounting firm.
 - b. Being the host to individual auditors and audit teams during their examination of the accounts and records of the Sheriff's Office.
 - c. Disseminating audit findings to the general staff and soliciting responses when appropriate.
 - d. Preparing a final report of responses to audit findings.
 - e. Conducting annual internal and management audits of inmate and investigative funds, and other audits as directed by the Sheriff.

- f. Making internal control recommendations for all fund activities.
 - g. Providing cost analyses support to the Sheriff's staff.
 - h. Providing periodic financial reviews to the Sheriff and staff.
2. Fiscal Affairs Division accounting personnel will reconcile bank accounts, monthly. However, bank accounts for programs that derive revenue mainly through donations will be reconciled by designated fund custodians. The director of fiscal affairs, or a designee, is responsible for reviewing these reconciled records.
 3. The Director of Fiscal Affairs is responsible for the accuracy of the general ledger balance of capital assets. The annual physical inventory conducted by the Fiscal Affairs Division will be reconciled as to additions, deletions, and disposal to arrive at the fiscal year end balance.
 4. Separate subsidiary accounting records will be maintained to record revenues and expenditures independently generated by grant activities.
 5. The Sheriff's Office serves as the custodian of all monies deposited in Bond and Suspense bank accounts. The Fiscal Affairs Division is responsible for the accurate accounting and subsequent disbursement of these funds upon adjudication of the related case, or processing of the specific transaction.

ACCOUNTS RECEIVABLE

1. The budget is disbursed to the Sheriff's Office monthly. The Director of Fiscal Affairs will request, receive, and deposit these funds. All draws will be made in conformance with the procedures outlined by Florida Statute.
2. The Fiscal Affairs Division will account for all monetary receipts, whether cash or check. A Standard Receipt will be issued and serve as the accounting document of record for all cash and noncash transactions. Florida Statutes are specific as to the accounting for each type of receipt, and it is the responsibility of the Fiscal Affairs Accounts Receivable Unit to manage these revenues accordingly.
3. The following positions are authorized to accept funds:
 - a. Fiscal Affairs Clerks
 - b. Civil Clerks
 - c. Warrants Clerks
 - d. Civil Deputies (Certified)
 - e. Records Clerks

ACCOUNTS PAYABLE

1. All operating and capital expenditures are controlled through the allotment of appropriations among the various cost centers. Purchase orders are initiated at the bureau level via the requisition system. Suwannee County Sheriff's Office Requisition for Supplies and Service will be submitted to the division director via chain of command. Once approved, the division director, or a designee, will generate a purchase order. The Fiscal Affairs Division will distribute copies of the purchase order to the buyer file, pending receipt file, and the accounts payable file pending receipt of the merchandise. Upon receipt of the goods, the receiving copy will be closed out and forwarded to the Fiscal Affairs Division to be matched with the accounts payable copy and the invoice for payment. **(In emergencies, a Check Request may be used in lieu of a purchase order.)** The Fiscal Affairs Division is responsible for matching invoices to purchase orders, attesting to their validity, and processing the detail for payment. All disbursements for goods and services will be vouched on a timely basis and discounts taken when possible. The Director of Fiscal Affairs, or a designee, is responsible for reviewing and approving disbursement vouchers. A check control worksheet will be maintained to ensure that sufficient cash is on deposit within the operating fund before a check is processed.
2. The Detention Division is responsible for tracking inmate medical costs and assessing fees. All expenditures made for the benefit of an inmate, whether for hospitalization or physician services, will be recorded in the computerized accounting system.
3. Certain Sheriff's Office members are authorized to use credit cards to make purchases. Requests for credit cards must be submitted with supervisory approval to the Fiscal Affairs Division. The name of the recipient, division, along with the type of issue (permanent or temporary) must be indicated on the form. The Fiscal Affairs Division will maintain a log of cards issued. Upon receiving the credit card billing statement, receipts will be matched to the statement to verify the authenticity of the transactions. The reconciled billing statement will then be processed for payment.
4. Expenses for travel, training and education will be accounted for on a State of Florida Voucher for Reimbursement of Travel Expenses Form. The completed request form will be routed through the member's chain of command to the Division Director, or a designee, and forwarded to the Fiscal Affairs Division for the issuance of the appropriate checks. The Fiscal Affairs Division will verify the accuracy of the request, confirm that sufficient cash is on deposit in the training account, and then issue the checks. The Director of Fiscal Affairs, or designee, is responsible for reviewing all training account disbursements and supporting detail.
5. The following positions are authorized to disperse funds:
 - a. Fiscal Affairs Clerk
 - b. Civil Clerks
 - c. Correction Property Clerks
 - d. Property/Evidence Clerks

BUDGET PROCESS

The Suwannee County Sheriff's Office budget will be prepared and presented to the Suwannee County Board of County Commissioners each year in accordance with FS 30.

1. All component budget requests will be prepared in accordance with the format set forth by the Fiscal Division and will be based on the functional goals and objectives of each component, as well as the Sheriff's Office.
2. Justification must be provided for major continuing expenditures, new positions and major equipment items.
3. After final review and approval by the Sheriff, the budget will be assembled in final form for presentation to the Board of County Commissioners.
4. After budget approval is granted by the Board of County Commissioners, budgeted funds will be monitored, disbursed and accounted for by the Director of Fiscal Affairs.

SUPPLEMENTAL/EMERGENCY APPROPRIATIONS AND FUNDS TRANSFERS

1. If factors develop during the course of the fiscal year that require funds for non-budgeted costs, the Sheriff, or designee, will meet with the Finance Division to discuss reallocation of funds and/or prioritizing needs. An attempt will be made to meet any unforeseen need with existing budget funds.
2. If unable to meet the needs with existing funds, the Sheriff may request an additional appropriation from the Board of County Commissioners

G. INDEXING:

Accounting
Accounts Payable
Accounts Receivable
Check Requests
Credit Card Control
Fiscal Management
Inmate Medical
Training Expense
Travel Expense

APPROVED:

**SAM ST. JOHN
SHERIFF, SUWANNEE COUNTY**

**SUWANNEE COUNTY SHERIFF'S OFFICE
GENERAL ORDER**

TITLE:	Purchasing
GENERAL ORDER:	2.02
EFFECTIVE:	October 1, 2010
RESCINDS:	All Previous
REVIEWED:	March 10, 2016, January 1, 2017
PAGES:	3

A. PURPOSE:

To establish guidelines for the procurement of commodities, equipment and service.

B. SCOPE:

This order applies to all Sheriff's Office members.

C. POLICY:

The Sheriff's Office will acquire commodities, equipment and services at the best possible price and quality. No member will make purchases or in any way obligate the agency without approval of the Director of Fiscal Affairs, unless authorized herein.

D. PROCEDURE:

PROCUREMENT

There are no statutory requirements that a Sheriff purchase goods by competitive bid. However, the policy of this state suggests that the expenditures of public funds be made by competitive bidding, when possible. Therefore, commodities, services, and equipment, hereinafter called products, will be purchased according to the following guidelines:

1. **Up to \$100:** Purchases made by authorized field personnel to buy supplies, parts and/or materials for up to \$100 in value. No purchase order is required for purchases in this range.
2. **\$100 to \$300:** Purchases made by authorized field personnel to buy parts and/or materials for up to \$300 in value. Purchases in this range require an approved purchase order. A request for purchase order must be signed by the Sheriff, Chief Deputy, or DTF Supervisor. The finance office must issue a purchase order number prior to the purchase being made.
3. **\$300 to \$2,000:** Purchases made by authorized supervisors for items or services up to \$2,000. Purchases in this range require an approved purchase order. A request for purchase order must be signed by the Sheriff, Chief Deputy, or DTF Supervisor. The finance office must issue a purchase order number prior to the purchase being made. The purchase of an item in this range also requires at least two verbal quotations.

4. **\$2,000 to \$3,500:** Purchases made by authorized supervisors for items or services up to \$3,500. Purchases in this range require an approved purchase order. A request for purchase order must be signed by the Sheriff, Chief Deputy, or DTF Supervisor. The finance office must issue a purchase order number prior to the purchase being made. The purchase of an item in this range also requires at least two verbal quotations documented.
5. **\$3,500 and More:** All purchases for commodities and services anticipated to exceed \$3,500 in cost shall be subject to formal competitive bidding. Formal, competitive bids will be solicited from as many sources as possible. Every effort will be made to obtain at least three bids.
6. **Exemptions:** Purchases made under the following conditions are exempt from competitive bid procedures:
 - a. Emergencies
 - b. Sole Source Products
 - c. Products available through existing contracts or purchase agreements, or contracts executed by other units of government, which contain authority for local use.

The use of any of the above exemptions to exempt the competitive bid procedure shall be accompanied by a letter of explanation as to the specific reason for the exemption and be approved by the Sheriff prior to the purchase being made.

7. The director of fiscal affairs has the discretion to use sole-source procurement with the approval of the Sheriff.

REQUEST FOR PRICING

A Purchase Requisition may be made to the fiscal affairs division to obtain pricing and availability of items. The buyer will obtain the information and advise the requestor. The requestor is required to complete a purchase requisition and obtain authorizations before any purchase is made.

ROUTINE PURCHASES

1. Requests for goods or services must be submitted via chain of command on a "Purchase Order". *(Detailed specifications will be provided by the originator when applicable.)*
 - a. Requests for "stock" items will be filled immediately.
 - b. Requests for items from an outside source will require that the buyer obtain the necessary quotes, issue a purchase order, encumber funds, and place the order. The buyer will monitor and expedite the timely receipt of goods.
2. Blanket purchase orders will be used for monthly purchases of the same commodities or services from approved vendors. Blanket purchase orders will not be issued for less than one month, except under unusual circumstances.

EMERGENCY PURCHASES

Division directors or their designees may authorize the purchase of supplies and services, or rent equipment in emergency or time critical situations. When goods or services are acquired under these circumstances, a confirming "purchase order" must be completed soon thereafter to encumber funds and provide an audit trail. The circumstances may be broadly defined as those that involve the following:

1. Immediate need for the public health, safety and welfare.
2. Immediate protection of public and private property.
3. The surveillance or investigation of unlawful activities and the apprehension, transport, or interrogation of persons involved.

RECEIPT OF GOODS

Individuals receiving supplies or equipment will inspect the items for satisfactory condition and ensure that the quantity received agrees with the quantity on the shipping documents. Discrepancies will be noted and the delivery documents will be signed, dated, and forwarded to the fiscal affairs division.

E. INDEXING:

Blanket Purchase Order
Emergency Purchases
Pricing Requests
Purchase Orders
Purchasing Procedures
Routine Purchases

APPROVED:

**SAM ST. JOHN
SHERIFF, SUWANNEE COUNTY**

**SUWANNEE COUNTY SHERIFF'S OFFICE
GENERAL ORDER**

TITLE:	Tangible Property Inventory Control
GENERAL ORDER:	2.03
EFFECTIVE:	October 1, 2010
RESCINDS:	All Previous
REVIEWED:	March 10, 2016, January 1, 2017
PAGES:	3

A. PURPOSE:

To establish guidelines for the control of tangible property owned by the agency.

B. SCOPE:

This order applies to all Sheriff's Office members.

C. DISCUSSION:

The Sheriff's Office is committed to the careful management and control of all property.

D. POLICY:

All Sheriff's Office property, equipment, and other assets will be maintained and inventoried in conformance to Florida law and this order.

E. DEFINITIONS:

Capital Fixed Assets Listing - A list of fixed asset property and its location.

Custodian - The person to whom custody of Sheriff's Office property has been delegated (F.S. 274.03).

Fiscal Year - October 1 through September 30, as established by the Florida Statute (F.S. 274.01).

Fixed Asset - Tangible personal property of a non-consumable nature, the value of which is \$1,000.00 or more and the normal expected life is more than a year.

Physical Inventory - This is the process by which an authorized agent of the Sheriff's Office actually locates and identifies the property in question.

F. PROCEDURE:

RESPONSIBILITIES

1. The Fiscal Affairs Division is responsible for the allocation and inventory of agency supplies, equipment, and property.
2. The Director of Fiscal Affairs is responsible for inventory control and maintenance, and will:
 - a. Maintain accurate property records;
 - b. Control and maintain agency property until it is issued; and
 - c. Maintain equipment in a state of operational readiness.

RECORD KEEPING

1. The Fiscal Affairs Division will record the receipt of fixed assets, all goods purchased via grants, and other items as designated by the Director of Fiscal Affairs. Control numbers will be placed on each item and recorded in a data base. Property designated for use during undercover operations will not be marked, but will be inventoried by serial number or other means of identification.
2. Agency property requiring regular maintenance is issued by the following personnel:
 - a. **Vehicles** - Uniform Operations Division Director.
 - b. **Radios** - Director of Affected Division.
 - c. **Firearms** – Armorer.

ANNUAL INVENTORY

Pursuant to F.S. 274.02, the Director of Fiscal Affairs or a designee will oversee a complete physical inventory of all fixed assets each fiscal year. Computer printouts of assigned assets will be distributed to each property custodian. Each custodian is responsible for inspecting each item of property and confirming its location on the printout. The inventory will be compared with the property records and all discrepancies will be traced and reconciled. At the conclusion of the inventory, the master inventory list will be balanced to the master control inventory file.

PROPERTY DISPOSAL

1. Members seeking permission to dispose of agency property must complete a Report of Property Transferred, Lost, Stolen, Destroyed, or Sold.
2. The disposal must be authorized by the Sheriff or the affected division director.
3. The Director of Fiscal Affairs will inspect all property to ensure that it is of no further use to the agency, and determine the appropriate manner of disposal pursuant to F.S. 274.
4. The inventory control clerk will adjust inventory records upon disposal of the property.

LENDING OR TRANSFERRING PROPERTY

1. Any transfer of agency property to another component or member must be accomplished using a Report of Property Transferred, Lost, Stolen, Destroyed, or Sold.
2. Fixed assets may be lent or transferred to another governmental agency with the Sheriff's approval. However, the transaction must be noted on the inventory control card and a receipt placed in property records.
3. Agency property may not be appropriated for personal use.

LOST OR DAMAGED PROPERTY

Lost or damaged property must be reported to the affected division director on a Report of Property Transferred, Lost, Stolen, Destroyed, or Sold. The member's division director is responsible for determining if the property will be replaced or repaired by the agency or by the member.

G. INDEXING:

Fixed Assets
Inventory
Lost/Damaged Property
Property
Tangible Property
Tangible Property Inventory Control

APPROVED:

SAM ST. JOHN
SHERIFF, SUWANNEE COUNTY

**SUWANNEE COUNTY SHERIFF'S OFFICE
GENERAL ORDER**

TITLE:	Payroll
GENERAL ORDER:	2.04
EFFECTIVE:	October 1, 2010
RESCINDS:	All Previous
REVIEWED:	March 10, 2016, January 1, 2017
PAGES:	2

A. PURPOSE:

To establish guidelines for processing the Sheriff's Office payroll.

B. SCOPE:

This order applies to all Sheriff's Office members.

C. DISCUSSION:

Fiscal Affairs Division will maintain payroll information on each member of the Sheriff's Office including the member's compensation, benefits, and payroll deductions. Payroll transactions concerning regular pay, premium pay, step increases, promotions, withholding, payroll deductions, and salary incentive payments will be made only upon receipt of proper authorization. Income tax and payroll deductions will be handled individually with the affected member.

D. DEFINITIONS:

Adjustment: A transaction processed to correct or change information in a member's payroll file.

Deduction: The amount subtracted from a member's gross wages as authorized by the member, or a legal authority.

Incentive Pay: Additional compensation received by sworn personnel who have completed the educational requirements prescribed by the rules and regulations of the incentive program.

Time Sheet: A document used by hourly (non-salaried) members to record hours worked.

E. PROCEDURE:

TIME SHEET PROCESSING

Each member will prepare and submit a biweekly time sheet. The completed time sheets will be reviewed by the immediate supervisor and forwarded to the Fiscal Affairs Division for input into the computerized payroll system. Payroll personnel will be responsible for the verification of time sheet data input. Irregularities will be investigated and corrected before processing. Upon completion of the payroll process, time sheets will be filed for retention.

INCENTIVE PAY

In conformance with Florida Statute, members entitled to incentive monies will receive such compensation.

PAYROLL DEDUCTIONS

The Sheriff's Office provides payroll deductions as a service and benefit to agency members. These deductions include, but are not limited to, insurance, deferred compensation, credit union, and charitable contributions. To initiate a payroll deduction, the member must submit paperwork for each deduction for the Fiscal Affairs Division. The payroll section will initiate the deduction accordingly.

PAYROLL ADJUSTMENTS

Situations may arise that require payroll adjustments. Transactions representing adjustments to a member's payroll file will require supporting documentation to ensure the accuracy of the payroll system and provide an audit trail. The Fiscal Affairs Director, or the Sheriff, will review all payroll adjustments that are not routine.

INSURANCE RECONCILIATION

The Fiscal Affairs Division is responsible for reconciling insurance policies offered to Sheriff's Office members. Payroll personnel will verify insurance company billings against payroll records and resolve any differences before paying the bill.

F. INDEXING:

Incentive Pay
Payroll
Time Sheets

APPROVED:

SAM ST. JOHN
SHERIFF, SUWANNEE COUNTY

**SUWANNEE COUNTY SHERIFF'S OFFICE
GENERAL ORDER**

TITLE:	Workers Compensation
GENERAL ORDER:	2.05
EFFECTIVE:	July 1, 2004
RESCINDS:	All Previous
REVIEWED:	March 10, 2016, January 1, 2017
PAGES:	3

A. PURPOSE:

To establish guidelines for the processing of claims by members who have sustained an injury while on duty.

B. SCOPE:

This order applies to all Sheriff's Office members.

C. POLICY:

Members of the agency who are injured on duty (or off duty while performing or engaging in an activity that requires police action) are entitled to workers compensation benefits. The documents in this general order must be completed and submitted on the date of injury.

D. PROCEDURE:

REPORTING PROCEDURES

All on-the-job injuries will be reported and investigated.

1. The injured member will notify their immediate supervisor as soon as possible after *any* on-the-job injury.
2. The supervisor will notify the insurance coordinator of the injury whether or not medical treatment is necessary. The supervisor will leave a message for the insurance coordinator, if not available. The message should include the member's name, date of injury, type of injury, and whether medical treatment was necessary. This information will allow the insurance coordinator to track the paperwork, and authorize payment for medical treatment.

REQUIRED REPORTS AND DOCUMENTS

Within 24 hours of an injury or death, the following reports and documents must be submitted.

1. The injured member's immediate supervisor will complete a Report of Accident/Injury with a copy forwarded directly to the insurance coordinator. The originals will be forwarded to the insurance coordinator via the chain of command.
2. The Workers Compensation Medical Disposition Report must be completed if the injury required medical treatment. The immediate supervisor will give the form to the injured member to be filled out by the treating physician. The injured member will return the completed form to the insurance coordinator within 24 hours. If the member is incapacitated, the immediate supervisor will ensure that the report is prepared completely and signed by the physician rendering medical treatment.
3. An Offense Incident Report or memorandum documenting the circumstances of the on duty injury is required. An Offense Incident Report of a battery on a law enforcement officer, traffic crash, or similar incident will satisfy this requirement. A memorandum will suffice for those incidents such as falls, back injuries, or cuts that normally do not require an Offense Incident Report.
4. The Florida Department of Labor and Employment Security "First Report of Injury or Illness" form must be completed for every on-the-job injury. The form will be completed by the insurance coordinator and sent to the injured member for signature and review.

COMPENSATION BENEFITS

1. The payment of workers compensation to a member who is incapacitated because of any injury arising out, and while, performing official duties is covered by the State of Florida Workers' Compensation Law (F.S. 440).
2. The Sheriff's Office will pay full wages to the member for the hours scheduled on the day the injury occurred.
3. If an authorized physician determines that an insured member cannot return to work on the next scheduled workday, the injury will be considered a temporary total disability. This designation will remain in force until the member can return to work with or without restrictions.
4. The Florida Workers Compensation law does not provide compensation during the first seven calendar days after an injury. The Sheriff's Office, however, will pay the member for normally scheduled work hours during this period.

5. In cases where the disability is continued for eight calendar days or more, a check for that period will be sent directly from the workers compensation carrier on the fifteenth day for the second week of work missed. Further checks will follow on the twenty-second day for the third week of work missed and every two weeks after that, as necessary. The percentage of benefits is based on the member's status.
 - a. A member will receive 100% compensation for a workers compensation injury if considered a law enforcement officer or correction deputy (as defined in F.S. 943.10 [1], [2], or [3]), and it is determined that the member was maliciously or intentionally injured within the course of employment.
 - b. Any other injured member will be compensated by the workers compensation carrier at 66-2/3% of pay received at the time of injury. The rate of pay will not be adjusted to reflect any changes in status, such as a raise, longevity increase, promotion, or demotion.
 - c. Employees whose workers compensation benefit does not equal their regular weekly take home pay may use sick or vacation leave pay to compensate the difference. Sick or vacation hours will be deducted from accrual.
 - d. Payment for doctors and physical therapy appointments will be made by the workers compensation carrier only if the member loses more than 20% of salary during any scheduled work week. *(A member must lose more than eight hours during a 40-hour work week to be eligible.)* Anytime a member loses less than 20% of salary during any scheduled work week, sick leave must be taken.
6. A member receiving workers compensation will continue to accrue paid leave and pension benefits.

RETURN TO WORK/TEMPORARY DUTY AND JOB RECLASSIFICATION

1. A member who is placed on temporary duty because of an on-the-job injury must continue to provide doctor statements to the insurance coordinator after each appointment or as requested.
2. A member who is reclassified as the result of a workers injury, and later is released from the physical/mental restrictions imposed by the approved physician, will be returned to the original job position. If that position has been filled due to a critical need, the member may be placed in a comparable position in another area of the Sheriff's Office.

E. INDEXING:

Injuries
 Job Reclassification
 On-the-Job Injury
 Workers Compensation

APPROVED:

**SAM ST. JOHN
 SHERIFF, SUWANNEE COUNTY**

**SUWANNEE COUNTY SHERIFF'S OFFICE
GENERAL ORDER**

TITLE:	Agency Insurance Coverage
GENERAL ORDER:	2.06
EFFECTIVE:	January 30, 2004
RESCINDS:	All Previous
REVIEWED:	May 9 2012, February 15, 2013, March 4, 2014, July 1, 2015, March 10, 2016, January 1, 2017
PAGES:	2

A. PURPOSE:

The purpose of this procedure is to describe the Suwannee County Sheriff's Office insurance coverage's.

B. SCOPE:

This procedure shall apply to all Suwannee County Sheriff's Office personnel.

C. POLICY:

It is the policy of the Suwannee County Sheriff's Office and jail to maintain necessary insurance coverage to protect the agency, facility and the interests of its administration and employees.

D. PROCEDURE:

TYPES OF INSURANCE

The Suwannee County Sheriff's Office maintains insurance coverage for the following:

1. Worker's Compensation
2. Law Enforcement Liability Coverage
3. Automobile Liability Insurance for Agency owned, leased or borrowed vehicles

WORKER'S COMPENSATION COVERAGE

The Suwannee County Sheriff's Office is covered by a Worker's Compensation Insurance Program through a Suwannee County Self Insurance Program. The Suwannee County Employees Workers Compensation Coverage Agreement is through the Board of County Commission for Suwannee County and administered by a private company as elected upon and contracted with.

LAW ENFORCEMENT LIABILITY COVERAGE (Civil Liability)

The Suwannee county Sheriff's Office is covered by a Civil Liability Insurance Program as provided under The Florida Sheriff's Self - Insurance Fund. This coverage is renewed annually.

PUBLIC EMPLOYEE BLANKET BOND

The Suwannee County Sheriff's Office is covered by a Public Employee Blanket Bond, included as part of the coverage's provided under The Florida Sheriff's Self - Insurance Fund. The coverage is renewed annually.

AUTOMOBILE LIABILITY INSURANCE

The Suwannee County Sheriff's Office is covered by an Automobile Risk Program, including multiple liability coverage's. Automobile insurance coverage is included as part of the coverage's provided under The Florida Sheriff's Self - Insurance Fund. The coverage is renewed annually.

ACCIDENTS/INJURIES ON THE JOB

All Workers' Compensation procedures for reporting of accidents, injuries and claims are outlined in the Suwannee County Sheriff's Office General Order 025 Workers' Compensation.

AGENCY VEHICLE ACCIDENTS

The handling and reporting of all agency vehicle accidents is outlined in Suwannee County Sheriff's Office General Orders.

E. INDEXING:

Accidents
Agency Insurance Coverage
Injuries
Law Enforcement Liability Coverage
Public Employee Blanket Bond
Workers Compensation Coverage

APPROVED:

**SAM ST. JOHN
SHERIFF, SUWANNEE COUNTY**

**SUWANNEE COUNTY SHERIFF'S OFFICE
GENERAL ORDER**

TITLE:	Civil Process Fees
GENERAL ORDER:	2.07
EFFECTIVE:	August 1, 2016
RESCINDS:	New
REVIEWED:	January 1, 2017
PAGES:	3

A. PURPOSE:

To establish guidelines for the financial management of fees collected for the service of civil process.

B. SCOPE:

This order applies to all Sheriff's Office members.

C. POLICY:

All fees for the service of civil process will be collected and disbursed according to Florida law and this order.

D. PROCEDURE:

1. PROCESS SERVICE FEES: Florida Statute 30.231 authorizes the Sheriff to collect a fee for the service of any civil legal process. The fee schedule is set by statute, except fees associated with writs of execution for levy, or for the seizure of property which are set by the Sheriff in each county.
2. RECEIPT OF PROCESS (GENERAL): All civil legal process received by the Sheriff's Office will be delivered to the Civil/Warrants Section daily. The clerk who receives the process is responsible for the following:
 - To examine the process carefully and confirm the type of service and fee amount. If fees are paid by check, the clerk must verify that the date, amount, and signature on the check are correct, and the payee is the Sheriff (by name), or the Suwannee County Sheriff's Office. A receipt will be given for all monies received.
 - All monies will be forwarded to the Suwannee County Clerk's Office for deposit.
3. REFUNDS: Normally, civil process fees are not refundable. However, fees may be refunded for overpayment or payment received in error for service of process in another jurisdiction. A refund will be accomplished by the Sheriff's Office Civil Division.

4. WRIT OF EXECUTION FOR LEVY OR SEIZURE OF PROPERTY:

- a. **Fees:** Florida Statute 30.231 authorizes the Sheriff to charge additional fees for processing a writ of execution for levy, or for the seizure of property.
- b. **Receipt of Document(s) and Fees:**
 - 1. The writ document(s) will be entered into the Civil Program immediately upon receipt.
 - 2. A reasonable deposit will be collected to cover anticipated expenses. A receipt will be generated to include the plaintiff's or depositor's name, the defendant's name, and the case number.
 - 3. The fee will be deposited in the Sheriff's Office Civil account.
- c. **Distribution of Funds:** After the levy and sale, or satisfaction of judgment, the funds in the suspense account will be disbursed per Florida Statute.

5. AUDITS: The Fiscal Affairs Section will audit the Civil/Warrants Section receipts and disbursements for the fees earned account. The annual audit will include the following, at a minimum:

- a. Civil receipts will be checked and their entries traced to the general ledger.
- b. All disbursements will be audited for sufficient supporting documentation of payment. (i.e. check requests for fees will be compared with the statutory rate schedule and compared against invoices for evidence of overpayment.

E. GLOSSARY:

EXECUTIONS: The process of carrying into effect a court's judgement, decree, or order (e.g. when a claim has been reduced to a judgement, the prevailing party can enforce, or execute the judgement by having the Sheriff seize and sell the unsuccessful party's property, and by then using the proceeds to pay the judgement).

COURT PROCESS: Section authorized by the Sheriff to carry out tasks including, but not limited to, serving criminal and civil process and executing judgements.

LEVY: To seize land or property rights through lawful process.

SUSPENSE ACCOUNTS: An account established on a per-case-basis for the retention of cash deposits that accompany a levy requested under the authority of a writ of execution.

F. INDEXING:

Civil Process/Fiscal Management
Execution Fees
Fees, Civil Process
Legal Process Fees
Levy Fees
Subpoena Fees
Summons Fees
Writ Fees

APPROVED:

**SAM ST. JOHN
SHERIFF, SUWANNEE COUNTY**

**SUWANNEE COUNTY SHERIFF'S OFFICE
GENERAL ORDER**

TITLE:	General Leave
GENERAL ORDER:	3.01
EFFECTIVE:	March 22, 2012
RESCINDS:	All Previous
REVIEWED:	August 1, 2015, March 10, 2016, January 1, 2017
PAGES:	9

A. PURPOSE:

The purpose of this procedure is to establish guidelines for the use of general leave for members of the Suwannee County Sheriff's Office.

B. SCOPE:

This order applies to all Sheriff's Office members.

C. POLICY:

It is the policy of the Sheriff's Office to offer agency members a benefit and leave package that is competitive within the limitations of the Sheriff's Office budget, and conforms to state and federal law.

D. DEFINITIONS:

Overtime: Overtime shall mean any work performed by an appointee beyond the established workday or workweek.

Compensatory Leave: Compensatory leave is that time given an appointee to counter-balance or offset overtime worked. It serves as a substitute for overtime pay.

Voluntary Duty: Voluntary duty is the time an appointee gives of his or her own free will. Voluntary time is an intentional giving of one's time without expectation of compensation.

E. PROCEDURE:

PAY PERIOD

1. The Sheriff's Office utilizes a two-week, fourteen (14) day pay period which begins on a Saturday and ends on the second Friday.
 - a. Employees are paid one (1) week after the close of the pay period.

WORK PERIOD

1. Certified Positions
 - a. The standard work period shall be eighty-four (84) hours within fourteen (14) days (coinciding with the pay period).
 - b. Exceptions – The standard work period shall be 80 hours for the following certified positions:
 1. Investigations
 2. Warrants
 3. Certified Civil
 4. School Resource Officer
 5. Animal Control
 6. Court Services
 7. Victims Assistance
 8. Certified Accreditation Officer
 - c. Paid special details will be compensated at the rate of time and one-half for anything over the standard work period if no time was taken off by the employee during the work period.
2. Non-Certified Positions
 - a. The standard work period shall be forty (40) hours within seven (7) days.
 - b. The standard work period (workweek) begins on Saturday and ends the following Friday.
 - c. A “pay period” consists of two “work periods” or workweeks.

OVERTIME COMPENSATION

1. The FLSA requires time and one-half compensation for all hours worked excess of the standard work period. The following examples are offered to illustrate the importance of “hours worked”:
 - a. If you, a non-certified employee, work a full week and put in two (2) hours overtime, you will receive forty (40) hours pay at straight time and two (2) hours at time and one half.
 - b. If you, a non-certified employee, work two hours overtime but take a day off during the week (any type, “H”, “V”, “C”, etc.), you will receive forty (42) hours of straight time due to the fact that you worked less than forty (40) hours.
2. The hours worked during a day can be controlled by the agency. For example, if you work two (2) hours overtime, you can be given two (2) hours off the same work period.
3. Although employees are paid on an annual salary basis, hourly figures will be used in determining overtime pay.
 - a. The hourly rate shall be the employee’s regular rate of pay including salary incentive longevity increases.
4. Certified positions, however, have a different set of rules for overtime pay purposes based on the “7 (k)” or “207 (k)” exception of the FLSA. Certified positions are entitled to time and one-half pay only after eighty-six (86) hours are worked in a fourteen (14) day work period.
 - a. Overtime earned from eighty (80) to eighty-six (86) or eighty-four (84) to eighty-six (86) hours, depending on your assignment, shall be paid at straight time.

- b. The FLSA allows a work period of up to one hundred seventy-one (171) hours in twenty-eight (28) days before any overtime is required, but for ease of tracking the Suwannee County Sheriff's Office has chosen a fourteen (14) day work period to coincide with the pay period.
5. Part-time personnel must work forty (40) hours per week before being entitled to overtime compensation.

COMPENSATORY TIME (ADJUSTMENT OF HOURS WORKED)

1. Compensatory time is permissible.
2. The same rules which apply to overtime pay shall also apply to overtime in which compensatory time is received.

PAYROLL COMPUTATION

1. Each shift supervisor will accurately keep track of employee hours worked.
2. Transfers
 - a. When an employee transfers from one section to another, all paperwork (time sheet, etc.) will transfer on the day of the transfer.
 - b. The "Hours Worked" entry will remain the same (pre-transfer hours) for the remainder of the pay period even if the actual hours to be worked changes.
 - c. It is the new supervisor's responsibility to make sure the employee has the correct number of days off for the remainder of the pay period.
 - d. As a matter of policy, all personnel transfers between sections and all promotions will be effective the first day of the pay period. Specialty pay will not become effective until the actual transfer date.
 - e. In exigent circumstances (e.g., emergency, light duty or disciplinary situations) transfers may be effective at any time in order to meet the needs of the specific situation and consistent with the best interest of the agency.
 - f. If an employee is receiving specialty pay at the time of transfer, the Financial Services Division shall pro-rate the specialty pay to reflect the actual time the employee is entitled to receive the specialty pay.

OVERTIME POLICIES

1. It is the supervisor's responsibility to ensure that overtime is kept to a minimum. Supervisors shall enforce the standard work hours because anytime worked beyond the standard work hours must be compensated. All appointees must make a concentrated effort to complete all work assignments during his tour of duty so that unnecessary overtime will not be worked. This includes, but is not limited to, completion of assigned calls and report writing.
 - a. Meal periods must be uninterrupted and free from any work responsibilities.
Exception: Certified positions in corrections and patrol.
 - b. Employees may not begin work early or stay late without express permission from their supervisor.

- c. Overtime shall be recognized by granting the appointee compensatory time off during the normal cycle on a one on one basis for each hour worked, if possible. It is the supervisor's responsibility to ensure that time off is given in this manner unless in some event, compensatory time will be credited at a rate of one and one half to one, or the appointee may be paid with the Sheriff's approval, at a rate of one and one half for each hour worked.
- 2. On-call time is compensable if the employee is restricted from effectively using the time to pursue personal interests. The amount of freedom allowed while on call is the determining factor to be considered. The following are examples:
 - a. You have a beeper or have left a phone number where you can be reached and are given a reasonable time period to respond. Compensation is not required.
 - b. You are on SWAT standby. You must be fully outfitted and ready to leave immediately when notified. Compensation is required.
- 3. Court Time
 - a. Witness fees from the county or private attorneys may only be accepted if the employee is off duty. All employees who are subpoenaed for a criminal case (as a direct result of employment) will be paid for their time by the Sheriff's Office.
 - 1. There will be a one (1) hour minimum for any court or deposition time not earned during normal duty hours.
- 4. Trading Time
 - a. The practice of trading time will have no effect on the hours worked if:
 - 1. Trading is done voluntarily; and
 - 2. Trades are for the employee's personal benefit
 - b. Any two persons wishing to trade time shall make the request to their supervisor in a memo.
 - 1. The supervisor prior to approving the request shall ensure that section a (1) and (2) above are followed.
 - 2. Even though a substitution has taken place, each employee will be considered to have worked his or her normal schedule.
- 5. Travel Time
 - a. Time for travel directly to and from any work related activity would be compensated only if the employee is off duty at the time but is scheduled to work a shift that day.
- 6. Courses for Re-Certification
 - a. Time spent attending courses for re-certification is not to be counted as hours worked and is not compensable.
- 7. Exempt Employees
 - a. Overtime pay will not be paid, nor will compensatory leave credits be granted to supervisory or executive appointees as provided by the Federal Fair Labor Standards Act. These positions include, but are not limited to, the Sheriff, his secretary, Chief Deputy, Captain, Lieutenants and the Fiscal Officer.

COMPUTATION OF OVERTIME

1. All eligible appointees must work in excess of thirty (30) minutes overtime before being eligible for overtime pay, unless otherwise approved by the Sheriff or designated representative. Overtime shall be computed to the closest hour based on the following table:

<u>Minutes Used</u>	<u>Overtime Gained in Minutes</u>	<u>Overtime Gained in Quarter Hours</u>
0 – 30	00	.00
31 – 37	30	.50
38 – 52	45	.75
53 – 60	60	1.00

2. No overtime pay will be paid unless specifically authorized by the Sheriff. Compensatory time will be given.

TIME SHEETS

Every appointee is responsible for completion of his or her time sheet. These time sheets must be submitted before each appointee receives his or her individual paycheck. Failure to complete and submit the time sheet in accordance with the above will result in the appointee's pay being withheld until the next pay period.

HOLIDAYS

1. Recognized holidays will be those which the county commissioners select to be observed. The days and dates may change yearly. They will be posted as quickly as the Sheriff's Office receives a copy of them from the county.
2. All full time appointees will be given an equal number of designated holidays each year.
3. If the work assignment of an appointee is such that he is not permitted to take holidays, i.e., patrol personnel, communications personnel, and corrections personnel, he/she shall take the holiday off at some future time.

ANNUAL LEAVE

1. Appointees accrue paid annual leave based on the number of years continuous service.
 - a. Eight (8) hours per month for the first five (5) years of service.
 - b. Ten (10) hours per month commencing with the sixth (6th) year of service.
 - c. Twelve (12) hours per month commencing with the eleventh (11th) year of service.
2. Appointees will continue to earn annual leave during any leave of absence with pay, provided they return to active appointment.
3. Part-time or temporary appointees are not eligible to accrue annual leave.

4. Appointees will not earn annual leave during any leave of absence without pay.
5. Supervisors must make every effort to ensure that annual leave is used on a current yearly basis in order to provide appointees with vacation and proper relaxation. If this practice is followed, appointees will not normally accrue annual leave in excess of that which is earned within a twelve (12) month anniversary period.
6. An appointee may carry over annual leave accrued in the maximum amount of three hundred and sixty (360) hours prior calendar year to the current calendar year. Any excess over these limits will be forfeited, unless specific approval is given by the Sheriff.
7. Leave in excess of two (2) work weeks must be approved by the Sheriff.
8. Upon separation from the Sheriff's office, annual leave credits up to a maximum of two hundred and forty (240) hours will be paid at the appointee's regular rate of pay.

USE OF ANNUAL LEAVE

1. Annual leave is to be used to provide periodic vacation from Sheriff's Office duties. It is not to be used when one is ill, or for off duty or extra duty employment.
2. Annual leave will only be used with the approval of an immediate supervisor and will not be authorized prior to the time it is earned. If an appointee desires to use earned annual leave before it is credited, prior approval must be given by the Sheriff.
3. Appointees with less than one year's continuous service are not eligible for a vacation. If this appointee desires to take annual leave before this one year length of service is up, he/she must receive approval from the Sheriff.
4. Appointees desiring to use normal annual leave are required to submit a request to their supervisor seven days prior to the commencement of the leave. Leave slips must be authorized by the supervisor unless an emergency arises.
5. Leave in excess of two (2) work weeks must be approved by the Sheriff.

PAYMENT FOR EARNED ANNUAL LEAVE

1. Appointees are not permitted to receive payment from annual leave unless separated from the service of the Suwannee County Sheriff's Office or approved by the Sheriff. Such payment will then be made at the appointee's current rate of pay.
2. In case of death of an appointee, payment for unused annual leave will be made to his/her beneficiary, estate, or as may be provided by law.
3. Upon separation from the Sheriff's Office, annual leave credits up to a maximum of two hundred and forty (240) hours will be paid at the appointee's regular rate of pay.

SICK LEAVE ELIGIBILITY

1. Only full time appointees will earn sick leave with pay.

ACCRUAL OF SICK LEAVE

1. Sick leave for full time appointees will be earned at the rate of eight (8) hours a month. If an appointee begins work on any day other than the first day of the pay period, the accrued or earned sick leave for the first pay period of appointment will be prorated.
2. Sick leave will be accrued on the pay period that includes the first day of the month. (Example January's accrued sick leave will be credited on the pay period that includes February 1st).
3. Appointees will continue to earn sick leave credits during authorized leave of absences with pay, provided the appointee returns to active appointment.
4. Appointees will not earn sick leave credits during authorized leave of absences without pay.
5. Appointees will not give accrued sick leave to any other appointee. It is earned by the appointee for his/her own use and cannot be transferred unless otherwise directed by the Sheriff in emergency situations.

USE OF SICK LEAVE

1. Sick leave with pay will not be authorized prior to the time it is earned and credited to the appointee.
2. Sick leave will be authorized in the event of an appointee's personal illness for personal appointments with a doctor, a dentist, or other licensed practitioner, when it is not possible to arrange such appointments during off duty hours.

SICK LEAVE INCENTIVE

Sick leave incentive awards will be given by the Department to employees who use no sick leave during the year. The award will be credited to an employee's accrued annual leave and may be taken with annual vacation leave.

MEDICAL JUSTIFICATION

Sick leave is to be considered a privilege, not a right. Sick leave will be charged in the amount used, rounded up to the next full hour. Sick leave will not be granted for any sickness, injury, or disability arising from a criminal act on the part of the employee.

APPROPRIATE NOTIFICATION OF ABSENCE

An appointee is required to give three (3) hours appropriate notification of impending absence as soon as possible on the first day of illness. Appropriate notification is a phone call to your direct supervisor. If your direct supervisor is not available, you must notify administrative personnel with a phone call. The use of anything other than a phone call, (text message, email, etc.), is not appropriate notification.

Appointees who know of impending illness in advance are required to complete the leave request form in advance and turn the form in to their immediate supervisor. Examples of sickness whereby the leave request form is to be used are: operations, hospital tests, doctors' appointments, etc.

FORFEITURE OF UNUSED SICK LEAVE

An appointee who has less than ten (10) years of creditable and continuous service with the Sheriff's Office and separates from the office for any reason shall forfeit all unused sick leave credits.

An appointee shall also forfeit all rights to benefits under the section concerning payment of unused sick leave if, prior to retirement or termination from service, appointee:

- Is found guilty of any local, state, or federal statute or law which requires dismissal.
- Is dismissed for cause pursuant to the provisions of this manual.

MILITARY LEAVE

An appointee who is a member of the United States armed Reserve, including the National Guard, shall be entitled to administrative leave without loss of pay, time, or efficiency rating during periods in which he/she is engaged in annual field training or other active duty for training exercises. Such leave with pay shall not exceed seventeen (17) calendar days in any one (1) calendar year.

BEREAVEMENT LEAVE

1. In the event of a death in the immediate family, an appointee may be granted administrative leave with pay for three (3) working days.
 - a. Immediate family is defined as mother; father, brother, sister, spouse, child, stepchild, stepmother, stepfather, grandmother, grandfather, or any other person approved by the Sheriff. An in-law of any of the categories mentioned above is also considered immediate family. If additional time is needed by the appointee, accrued compensatory leave or annual leave may be taken. Death leave is not automatic, but a privilege granted solely to attend funerals, attend wakes, etc., if needed by the appointee.
 - b. The member must notify their immediate supervisor or other superior and receive approval before commencement of the absence.

F. INDEXING:

Annual Leave
Bereavement Leave
Computation of Overtime
Holidays
Pay Period
Time Sheets
Work Period

APPROVED:

**SAM ST. JOHN
SHERIFF, SUWANNEE COUNTY**

**SUWANNEE COUNTY SHERIFF'S OFFICE
GENERAL ORDER**

TITLE:	Equal Employment Opportunity
GENERAL ORDER:	3.02
EFFECTIVE:	October 1, 2010
RESCINDS:	All Previous
REVIEWED:	March 10, 2016, January 1, 2017
PAGES:	1

A. PURPOSE:

To ensure that all members of the Suwannee County Sheriff's Office and applicants for employment are accorded equal opportunity without regard to race, color, religion, sex, age, national origin, disability, veteran status or marital status.

B. SCOPE:

This order applies to all members and applicants of the Sheriff's Office.

C. POLICY:

The Suwannee County Sheriff's Office is committed to ensuring equal opportunity to all applicants and members in compliance with all state and federal laws.

D. PROCEDURE:

EQUAL EMPLOYMENT OPPORTUNITY

1. The Suwannee County Sheriff's Office will treat all persons equally with respect to all employment practices including screening, appointment, training, promotion, demotion, assignment, hiring, leave practices, rates of pay, benefits and other forms of pay or credit for services rendered.
2. The Suwannee County Sheriff's Office subscribes to this program of action and has initiated the steps necessary to ensure equal opportunity to all members and applicants.

E. INDEXING:

Equal Employment Opportunity

APPROVED:

**SAM ST. JOHN
SHERIFF, SUWANNEE COUNTY**

**SUWANNEE COUNTY SHERIFF'S OFFICE
GENERAL ORDER**

TITLE:	Application and Selection Process
GENERAL ORDER:	3.03
EFFECTIVE:	October 1, 2010
RESCINDS:	All Previous
REVIEWED:	March 10, 2016, January 1, 2017
PAGES:	6

A. PURPOSE:

The purpose of this order is to establish guidelines for the application, hiring, and employment process of members to the Sheriff's Office. All elements of the selection process shall be administered, scored and interpreted in a uniform manner.

B. SCOPE:

This order applies to all Sheriff's Office members.

C. POLICY:

The Suwannee County Sheriff's Office is an equal opportunity employer and will select the most qualified candidates for appointment. No applicant will be discriminated against in the application process because of race, color, age, sex, religion, national origin, marital status, or disability. The agency application and selection process will conform to law and this order.

D. AUTHORITY:

The Sheriff has the constitutional authority to establish policy, procedures, rules and regulations pertaining to the Sheriff's Office Hiring process. The Sheriff has sole authority to appoint members to the positions within the agency. The Sheriff may be guided in his decision by recommendations of supervisors and executive staff and information in the candidate's application.

D. DEFINITIONS:

Controlled Substance: Any substance named or described in Schedules I through V of Section 893.03, F.S. Laws controlling the manufacture, distribution, preparation, dispensing, or administration of such substances are defined in the Florida Comprehensive Drug Abuse Prevention and Control Act.

Correction Deputy: A person appointed by the Sheriff to perform duties as a corrections officer, who has met the training requirements prescribed for corrections officers by the Florida Criminal Justice Standards and Training Commission, but holds no law enforcement power, unless dual certified.

Deputy Sheriff: A person appointed and sworn by the Sheriff as a law enforcement deputy, who has met the training requirements prescribed for law enforcement officers by the Florida Criminal Justice Standards and Training Commission, and who holds law enforcement power.

Employment: The act of placing a member into a position within the Sheriff's Office. All members of the Sheriff's Office obtain their status by appointment rather than by a contract of employment, and serve at the pleasure of the Sheriff.

Members: All law enforcement, corrections, and civilian personnel appointed by, and under the jurisdiction of the Sheriff.

Schedule I Substance: Substances controlled by F.S.893.03, which defines substances as having a high potential for abuse and having no currently accepted medical use in treatment in the United States. Their use under medical supervision does not meet accepted safety standards except such use provided for in F.S. 402.36.

Selection: The process of evaluating and choosing an applicant for employment to a position with the Sheriff's Office.

E. PROCEDURE:

SELECTION PROCESS

1. The Suwannee County Sheriff's Office follows state and federal laws and guidelines when hiring for all law enforcement, corrections, and civilian positions. All Policy and Procedure Manuals will be kept on file for review by agency members and the public.
2. The Sheriff's Office will seek the most qualified applicants to fill vacancies for all job classifications. All elements of the selection process will be job related.
3. The agency's selection process will be administered, scored, evaluated, and interpreted uniformly.

STANDARD REQUIREMENTS

Applicants must meet specific standards. They will be provided information on all elements of the selection process including the expected duration of the process.

1. **Drug Use:** To be eligible for appointment, an applicant will **not** have:
 - a. Used, tried, tasted, experimented with, or possessed any illegal controlled substance within the past 3 years.
 - b. Sold or delivered any illegal controlled substance at anytime.
2. **Criminal History:** Any person who, after July 1, 1981, pleads guilty or nolo contendere to, or is found guilty of any felony or a misdemeanor involving perjury or a false statement, is not eligible for employment or appointment as an officer, even if the sentence was suspended or adjudication was withheld by the judge

3. **Driving History:** Applicants applying for a position that includes driving an agency vehicle must possess a current, valid Florida driver's license. In addition, no applicant will, during the 60 months before the date of application, have:
- a. Had their driver license suspended, more than twice, for nonpayment of insurance, or for nonpayment of traffic fines.
 - b. Had their driver license suspended or revoked, more than once, for traffic violations, except as stated above.
 - c. Been convicted of, or pled to, "Fleeing" or "Attempting to Elude" a police officer as defined in F.S. 316.1935.
 - d. Been convicted of, or pled to, "Driving Under the Influence," as defined in F.S. 316.193, more than once.
 - e. Have accumulated more than 12 points on their driver license during 36 months before the date of application, or have a driving record that demonstrates repeated offenses and flagrant disregard for traffic laws.

APPLICATION PROCEDURES

Applicants must submit a completed application to the personnel section along with the following documentation:

1. All Applicants:

- a. The original or a photocopy of a certified birth certificate. (Birth registration cards issued by a state health department are acceptable.)
- b. A social security card.
- c. A valid driver license, if applicable to the position. Applicants possessing an out-of-state driver license must obtain a Florida driver's license before commencing employment with the Sheriff's Office.
- d. A high school diploma or a General Educational Development (GED) certificate issued by a state board of education is acceptable.
 - (1) If an out-of-state GED is used, the test scores must be included and meet the requirements of the Florida Department of Law Enforcement.
 - (2) A two or four-year college degree from an accredited institution may be substituted for the high school diploma requirement. Certified transcripts are required.
- e. An honorable discharge certificate and a D.D. Form 214, Number 4, if the applicant has served in the armed forces.

2. Sworn and Certified Positions: In addition to requirements listed above, applicants for sworn and certified entry level positions must comply with the following:

- a. Meet the minimum physical and age qualifications for sworn and certified entry level positions outlined in F.S. 943.
- b. Applicants for a certified law enforcement position must provide proof of completion from an accredited law enforcement academy.
- c. Applicants for a correction deputy position must provide proof of completion from an accredited corrections academy.

- d. Applicants certified in another state must submit an official copy of the curriculum of the out-of-state training academy. The curriculum must include the hours completed in each subject and the total number of academy hours completed.
 1. The training section will submit the applicant's documentation to the Florida Criminal Justice Standards and Training Commission for review. CJSTC will advise the agency of any additional requirements for certification as a Florida law enforcement or correction deputy.
 2. Applicants who require supplemental training to obtain Florida certification must enroll in the required comparative compliance courses within 180 days from the date of registration with CJSTC, as required by F.S. 943.

APPLICATION REVIEW

When the employment application is submitted, the application must be complete and accurate. Errors, omissions, and deficiencies may disqualify the applicant from the selection process.

BACKGROUND INVESTIGATION

Trained investigators will conduct background investigations in accordance with CJSTC guidelines. Background investigations will consist of:

1. **Employment History:** The applicant's previous employers will be contacted by mail, phone, or personal contact to verify job performance and personal habits. If the applicant was formerly employed by any government agency in Florida, an investigator may visit the agency to examine the individual's personnel file.
2. **Arrest Record:** Law enforcement agencies where the applicant has resided will be contacted to determine if the applicant has a local arrest record.
3. **Local Driving Record:** The applicant's driving history and driver license status will be obtained from the Florida Department of Highway Safety and Motor Vehicles and the motor vehicle department in each state where the applicant has lived.
4. **Fingerprinting:** Fingerprints will be taken and sent for a criminal history check to the Florida Department of Law Enforcement and the Federal Bureau of Investigation.
5. **Computer Check:** A records check will be requested on each applicant from the Florida Crime Information Center (FCIC) and the National Crime Information Center (NCIC).
6. **Military Records:** If necessary, military records will be requested from the Military Personnel Records Center, St. Louis, Missouri.
7. **Personal References:** Six personal references are required from applicants for certified positions, and three are required for civilian positions. References will be contacted by mail, telephone, or in person for information on the applicant.
8. **Neighborhood Check:** A neighborhood check will be attempted on applicants for sworn and certified positions. Neighbors will be asked to assess the applicant's lifestyle and personal habits. The neighborhood checks will be limited to Suwannee and adjoining counties.

INTERVIEWS

1. Applications will be screened by a committee and the top candidates will be called to schedule an interview.
2. The interviews will be conducted by a panel selected by the Sheriff.
3. The interviews will consist of:
 - a. **Introduction:** Introductions are made and the interview process is described. The applicant will be provided a chance to tell the panel about him or herself.
 - b. **Situational Questions:** Each applicant will be asked the same questions. Panel members will ask the applicant a series of questions to determine how the applicant would respond to situations that are job related.
 - c. **Other Questions:** Additional questions are designed to help the panel evaluate the applicant's ability to organize thoughts and verbally express themselves.

POST OFFER PROCEDURE

1. **Physical Examination:** Applicants for law enforcement and corrections positions must pass a pre-employment physical examination, as specified in F.S. 943.13 (6).
 - a. Only licensed physicians will be used to certify the general health of candidates.
 - b. Grounds for withdrawal of a conditional offer of employment include:
 - (1) Failure to complete the physical examination.
 - (2) A determination by a licensed physician that the applicant cannot perform the essential functions of the position.
2. **Drug Screening:** An applicant given a conditional offer of employment will be required to undergo a urinalysis test to detect illegal drug use. The urinalysis test will be conducted at a medical laboratory designated by the Sheriff's Office. Indications of current illegal drug use will be grounds for withdrawal of the conditional offer of employment. A record of the urinalysis test results will be maintained in the personnel section.

HIRING

Upon successful completion of the post offer examinations, the applicant will be given a start date, and all necessary arrangements will be made to prepare the applicant for duty.

RECORDS

The personnel section will maintain applicant files for a minimum of 6 months from the date of application.

F. INDEXING:

Application and Selection Process

Employment Process

APPROVED:

SAM ST. JOHN

SHERIFF, SUWANNEE COUNTY

**SUWANNEE COUNTY SHERIFF'S OFFICE
GENERAL ORDER**

TITLE:	Extra Duty and Off Duty Employment
GENERAL ORDER:	3.04
EFFECTIVE:	October 1, 2010, March 20, 2013
RESCINDS:	All Previous
REVIEWED:	March 3, 2016, January 1, 2017
PAGES:	4

A. PURPOSE:

To establish guidelines to authorize, monitor, and control off duty and extra duty work by Suwannee County Sheriff's Office members during off duty hours.

B. SCOPE:

This order applies to all Sheriff's Office members.

C. DISCUSSION:

Self-employment or work performed by members for an employer other than the Sheriff of Suwannee County is a privilege, not a right. Members are paid for full time service to the agency, and the Sheriff retains the right to approve work after normal duty hours by sworn, certified, or civilian members, as a condition of employment. This includes limiting the number of hours that can be worked on off duty time.

D. POLICY:

It is the policy of the Suwannee County Sheriff's Office to monitor and regulate the nature and duration of extra duty and off duty employment as restricted by statute, and as it affects the operation of the agency.

E. DEFINITIONS:

Extra Duty Work - Law enforcement related work that serves the public interest, performed by a deputy during off duty hours, such as traffic and crowd control, or uniformed assignments for a public or private employer other than the Sheriff's Office, as approved and authorized by the Sheriff or his designee.

Off Duty Work - Non-law enforcement related work, which is in no way dependent upon the uniform or the authority of the Sheriff's Office, which may be performed by a sworn, certified, or a civilian member of the agency during off duty time for a private employer.

F. PROCEDURE:

PROHIBITED EMPLOYMENT

Members may not work off duty in the following areas:

1. Employment involving the sale or distribution of alcoholic beverages (FS 561.25) is prohibited. Also prohibited is employment at bars, parking lots of bars, or any other gathering or event where alcoholic beverages are sold or consumed to the degree that the primary purpose of hiring an off-duty deputy is to keep the peace because of the consumption of alcohol.
2. Employment involving bail bond agencies is prohibited. (FS 648.44)
3. Investigative work for attorneys, insurance, collection, or security agencies is prohibited.
4. Employment as a process server is prohibited.
5. Employment with any firm that has any connection with the towing of vehicles is prohibited.
6. Working for a private security company as a security officer on a site located in Suwannee County is prohibited.
7. Leave time will not be granted for off duty or extra duty employment.
8. Other employment that adversely affects the performance of official duties, or creates a conflict of interest in violation of Florida Statute 112.313 is prohibited.

OFF DUTY EMPLOYMENT

Work of a non-law enforcement nature performed during off duty hours by sworn, certified, or a civilian member requires prior approval by the Sheriff.

1. Members must submit a written request to the Sheriff, via the chain of command, with a brief description of the work, the name and address of the employer, the hours to be worked and the duration of the job. The request will include a statement that the off duty work will not affect the performance of agency duties; that the writer has read and understands the provisions of this general order regarding off duty injuries and disability coverage; and has read the provisions of FS 112.313 regarding conflicts of interest.
2. After approval or disapproval by the Sheriff, the original request will be filed in the member's personnel jacket in the personnel section, and a copy sent to the member.
3. Members will not use Sheriff's Office vehicles, uniforms, equipment, or resources while engaged in non-law enforcement related off duty work.

EXTRA DUTY EMPLOYMENT

The Sheriff's Office receives many requests from public, private, and commercial operations to assign deputies to law enforcement related part time work; traffic, and crowd control, or duty requiring a uniformed law enforcement presence.

1. Deputies working extra duty assignments are subject to inspection by supervisory officers of the agency to ensure compliance with rules and procedures. Written directives of the Suwannee County Sheriff's Office will be applicable to deputies engaged in law enforcement related extra duty assignments. Violations of written directives will be cause for prohibition of further extra duty work and/or disciplinary action.
2. Deputies working extra duty assignments will maintain the same standards of personal appearance, conduct, and performance, as if they were on regular duty. The complete uniform of the day will be worn on extra duty assignments including a reflective vest if vehicle traffic control is involved.
3. Extra duty employment is available to law enforcement members and authorized auxiliary deputies, through the rank of lieutenant, who have completed the field training program and six months of service with the agency.
4. Deputies will not jeopardize their physical or mental health with extra duty work.
 - a. Deputies will provide for a minimum of eight hours of rest within each 24 hour period.
 - b. Deputies will limit their combined on duty and extra duty work time to not more than 18 consecutive hours within a 24-hour period, unless an exception is specifically authorized by the Chief Deputy or Sheriff.
5. Deputies on suspension or leave will not work an extra duty assignment.
6. Deputies will not solicit extra duty employment or enter into agreements for such work with outside employers, except as provided herein.

AGENCY RESPONSIBILITY

It is the responsibility of the Sheriff's Office to ensure that extra duty work by deputies is in the best interest of the community and is performed in accordance with agency policy.

1. The Sheriff assumes no responsibility beyond notifying eligible deputies of legitimate opportunities for extra duty work, and informing prospective employers of the names of deputies who are assigned to work particular extra duty assignments.
2. The Sheriff's Office reserves the right to inspect and supervise uniformed deputies engaged in extra duty assignments to ensure conformity with laws and with Sheriff's Office policy and Florida law.
3. The Sheriff's Office reserves the right to cancel extra duty work assignments without notice or liability, and to recall deputies for official duty when necessary for community safety. Regular work schedules and manpower requirements will not be compromised or adjusted to meet extra duty employment requests.

G. INDEXING:

Extra Duty Employment
Off Duty Employment
Prohibited Employment

APPROVED:

**SAM ST. JOHN
SHERIFF, SUWANNEE COUNTY**

**SUWANNEE COUNTY SHERIFF'S OFFICE
GENERAL ORDER**

TITLE:	Conditions of Employment and Appointment
GENERAL ORDER:	3.05
EFFECTIVE:	October 1, 2010
RESCINDS:	All Previous
REVIEWED:	March 10, 2016, January 1, 2017
PAGES:	3

A. PURPOSE:

To establish conditions of employment for all members.

B. SCOPE:

This order applies to all Sheriff's Office members.

C. POLICY:

The Sheriff's Office will strive to provide fair and equitable work conditions for all members.

D. DEFINITIONS:

Member: Any law enforcement deputy, correction deputy, or civilian appointed by the Sheriff.

Property: Any item lent or issued to a member of the Sheriff's Office for use in official duties.

Residence: The place where an individual physically lives.

Resignation: A voluntary act by a member to terminate service with the Sheriff's Office.

E. PROCEDURE:

RESIDENCY REQUIREMENTS

Members are required to live and maintain their primary residence in Suwannee County unless otherwise approved by the Sheriff. Members who reside outside Suwannee County must establish residence within Suwannee County within 90 days of hire, unless otherwise approved by the Sheriff.

PROBATIONARY PERIOD

1. The probationary period allows supervisors time to observe and evaluate the new member's work performance and adjustment to the position.
2. The probationary period is one year continuous, satisfactory work performance from date of hire for civilians and from completion of the Field Training Officer or Correction Training Officer Programs for deputies.

3. Supervisors will evaluate members during their introductory period.
 - a. The member's division director may extend the member's probationary period with the approval of the Sheriff.
 - b. A member who fails to meet agency standards during the probationary period may be dismissed.

ASSIGNMENT

1. A member may be assigned to any duty station, shift, or job classification to which they are qualified.
2. Applicants for temporary or part-time positions must complete the same application process as applicants for full time positions.

SEPARATION FROM EMPLOYMENT

1. **Resignation:** A member must notify the agency in writing 14 calendar days prior to the effective date of a resignation to resign in good standing. They must also have no pending investigations or disciplinary actions, have no financial obligations to the agency, and return all agency property before they leave.
 - a. **Notification:** A resignation is considered filed upon presentation to any member in their official capacity. The receiving member will forward the resignation, via the chain of command, to the resigning member's division director. The division director will notify the Sheriff immediately. (Once presented, a resignation may not be rescinded without the Sheriff's approval.)
 - b. **Acceptance:** The Sheriff may:
 1. Accept the resignation as submitted.
 2. Accept the resignation effective immediately.
 3. Waive all or part of the notification period.
2. **Retirement:** Members who retire must submit a letter of resignation and may file with the Florida Retirement System through the personnel section.

SEPARATION PAY, OBLIGATIONS, AND BENEFITS

1. The fiscal affairs division will forward all final paychecks to the Sheriff for distribution to the member. (Fiscal affairs will not direct deposit final paychecks.) The member may receive his or her check in person at the Sheriff's office or have it mailed via certified mail. Final paychecks may be released to a person other than the member with the member's written authorization.
2. All property of the Sheriff's Office must be returned and all financial obligations must be satisfied. Failure to do so may result in civil litigation and/or criminal charges.
3. The personnel section will make all notifications required by federal and state law at the time of separation. Members leaving the agency are encouraged to contact the personnel section to discuss other fringe and retirement benefits to which they may be entitled.

PERSONNEL FILE UPDATES

Members are required to have a telephone where they reside and to keep their home address, mailing address, telephone number, and legal name current and accurate in agency records. The member will notify his or her supervisor of any changes within 24 hours. Members are also responsible for notifying the personnel section immediately of any changes regarding the following:

1. Marital status
2. Emergency contact information
3. Beneficiary information (retirement, insurance, etc.)
4. Arrests or indictments
5. Traffic citations resulting in points
6. Suspension, revocation, or expiration of your driver's license
7. Civil suits filed against you
8. Military status

F. INDEXING:

Conditions of Appointment
Conditions of Employment
Probationary Period

APPROVED:

SAM ST. JOHN
SHERIFF, SUWANNEE COUNTY

**SUWANNEE COUNTY SHERIFF'S OFFICE
GENERAL ORDER**

TITLE:	Uniform Standards
GENERAL ORDER:	3.06
EFFECTIVE:	March 1, 2011
RESCINDS:	All Previous
REVIEWED:	March 10, 2016, January 1, 2017
PAGES:	7

A. PURPOSE:

The purpose of this order is to establish uniform standards and specifications.

B. SCOPE:

This order applies to all Sheriff's Office members.

C. DISCUSSION:

Deputies in uniform are the most visible representatives of the agency in the community. The uniform represents authority and must be worn properly to present a professional image and bearing.

D. POLICY:

Uniforms will be worn in accordance with this order. The Sheriff or a division director may waive these requirements for a special duty assignment.

E. PROCEDURE:

UNIFORM ISSUANCE

1. Members will be issued uniforms and equipment according to their assignment.
 - a. Newly hired, transferred and promoted members will report to the uniform operations division director to obtain and sign for the initial issuance of uniforms and equipment.
 - b. The member is responsible for requesting replacement of worn or damaged uniforms and equipment.

DUTY UNIFORM STANDARDS

1. **Class A Uniform:** Deputies will wear the Class A uniform for specialized details and official functions.
2. **Class B Uniform:** Deputies will wear the Class B uniform as their duty uniform.
3. **Utility Uniforms:** Deputies assigned to specialty units (i.e., K-9, Maintenance,) may wear utility uniforms as their duty uniform.

SPECIFICATIONS

1. **Uniform Shirts:** Deputies will be issued green short and long sleeve shirts. Shirts will be pressed with a vertical crease in the center of the shoulder patch, running the length of the sleeve.
 - a. **Long Sleeved:** The long sleeved shirt and “clip-on” tie will be worn for special details and official functions.
 - b. **Short Sleeved:** Deputies will wear the short sleeved shirt with the collar open as their duty uniform shirt.
2. **Jackets:** Law enforcement deputies will be issued a heavyweight jacket with a removable liner. Correction deputies will be issued a lightweight jacket. Only issued jackets may be worn with the Sheriff’s Office uniform.
 - a. Issued jackets will not be worn over civilian clothing for the purpose of driving a marked patrol car.
 - b. No mixture of civilian clothing will be worn with the jacket, on or off duty, except for recognition purposes during search warrant executions, raids, or other emergency conditions.
3. **Trousers:** Class A trousers will be dark green with a narrow stripe running vertically from the waist to the bottom of each leg. Trousers will be pressed with a military crease from the center of the trouser leg to the hem. Trousers hems will barely touch the vamp of the shoes.
4. **Collar Insignia:** Collar insignia will be placed on the shirt collar diagonally.
5. **Badge:** The badge will be worn above the left pocket of the uniform shirt.
 - a. Deputies will wear silver badges.
 - b. Lieutenants and above, will wear gold badges.
6. **Pocket Accessories:** Two writing instruments, a Miranda card, and agency business cards may be carried in the shirt pocket. (Sunglasses, tobacco products, gum, and candy will not be carried in shirt pockets.)

7. **Awards and Decorations:** Special awards or insignias will be worn above the right shirt pocket. Only medals and awards issued by the Sheriff's Office or authorized by the member's division director may be worn.
 - a. Members who belong to specialty units may wear the agency issued unit designation insignia centered above all other awards or medals.
 - b. Firearms qualification insignia may be worn at the member's expense.
 - c. The name tag will be worn starting immediately above the center of the top seam of the right shirt pocket.
 - d. A two bar pin holder may be utilized when appropriate. The awards and decorations will be displayed in the following order:
 1. Name tag and Years of Service pin.
 2. Safe driving award.
 3. Firearms proficiency insignia.
 4. Lowest award.
 5. Highest award.
 6. Specialty Unit designation.
8. **Whistle and Chain:** Whistles are optional equipment that may be worn with the Class A or B uniform. The whistle will be placed in the right shirt pocket with the chain attached to the right epaulet. The whistle and chain must be gold or silver for the appropriate rank.
9. **Buttons:** Silver or gold buttons will be worn according to rank and secured on both shirt pockets and epaulets.
10. **Leather Gear:** Only issued leather gear will be worn unless otherwise approved by a division director or the Sheriff. Law enforcement deputies will wear the following equipment on the belt.
 - a. **Holster:** The holster will be positioned on the weapon side of the belt, forward of the trouser stripe, and in the middle area of the hip.
 - b. **Expandable Baton:** The baton may be placed in front of the holster, or on the opposite side of the weapon, positioned between the hip and the front center of the belt.
 - c. **Magazine Pouch:** The magazine pouch will be on the front of the belt and opposite the service weapon.
11. **Body Armor:** Law enforcement deputies will be issued body armor that meets or exceeds Threat Level II. All uniformed Deputies are required to wear the issued body armor while on duty, and engaging in patrol or field operations. Failure to comply is subject to disciplinary action.

12. Required Non-Issued Uniform Clothing:

- a. **Tee Shirt:** Only white tee shirts will be worn underneath the uniform shirt. A V-neck type will be worn underneath the Class B shirt. No tee shirt will be visible at the neck line.
- b. **Socks:** Only plain, black socks will be worn with the uniform. Special socks, necessary for health reasons, may be worn if the portion above the shoe line is black.
- c. **Shoes and Boots:** Uniform shoes and boots will be black, plain, round toe, smooth grain leather, or Clarino or its equivalent without buckles, straps or ornaments, and polished to a high gloss. (Boots may be "Wellington-type.") Plain toe will mean an absence of visible stitching. Heels will not exceed one and one-half inches in height. Specialty units may wear footwear appropriate to the assignment, when approved by the Division Director.

GENERAL UNIFORM REGULATIONS

- 1. Deputies will make every effort to preserve the dignity of the uniform and the agency. Deputies will not wear the agency uniform or identifying insignia at times, or in places, that could foster negative public opinion or give the appearance of using the uniform for personal gain or influence. Uniforms and other agency apparel bearing Sheriff's Office markings will only be worn on duty.
- 2. Deputies will wear uniforms and insignia commensurate with their rank and be provided with all authorized equipment.
- 3. No additional patches or decorative items will be attached to the uniform unless approved by the Sheriff.
- 4. Visible jewelry will be limited to a wrist watch, medic-alert bracelet, and one ring, or ring set, per hand. Female deputies may wear conservative clip-on or post type earrings that do not extend beyond the edges of the ear lobe.
- 5. Nose rings or posts, tongue rings or posts, or any other rings or posts of any kind in or on any area of the body which is normally visible to the public (excluding ear and finger rings) are not permitted.
- 6. No portion of the uniform will be worn while the member is under suspension.
- 7. Deputies will not wear issued uniforms to court when they are a personal party to the proceeding.
- 8. Members will not purchase, possess, or consume alcoholic beverages while wearing a duty uniform.
- 9. Members will not purchase lottery tickets or engage in any form of gambling while wearing a duty uniform.
- 10. Supervisors have the authority to prohibit uniformed members from wearing non-issued items of dress that detract from the professional appearance of the uniform.

11. Deputies will not wear any apparel that bears Sheriff's office markings in any bar, restaurant, commercial establishment, or public place while off duty, unless authorized by the Sheriff.

NON-UNIFORMED, ON DUTY DRESS

Deputies who are in civilian dress and representing the Sheriff's Office, including court appearances, will comply with the following requirements. Exceptions may be made to these requirements when the type of assignment justifies different attire.

1. **Male Deputies:**

- a. Attire will be of a conservative business like nature that projects a favorable image.
- b. Dress slacks or khaki trousers, worn at the natural waistline, will be acceptable.
- c. Shoes, socks, and undergarments are required.

2. **Female Deputies:**

- a. Conservative attire will be worn, such as jackets with dress slacks, skirts, or dresses. Casual clothing such as blue jeans, sun dresses, or ultra-dressy or transparent apparel will not be worn.
- b. Dresses or skirts should not be longer than mid-calf.
- c. Shoes, socks or hosiery, and undergarments will be worn.

APPEARANCE REGULATIONS

1. Deputies will be neat and clean in appearance. They will wear the uniform in strict conformity with established procedures. The uniform will be clean and pressed, and authorized accessories, shoes, boots, and leather gear will be clean and polished. The uniform will not be altered except to ensure proper fit.
2. Hair styles may be full and fashionable according to current trends including, but not limited to, sculptured styles, square back styles, natural styles, etc. The hair must be maintained so that it does not swing out of place during normal head motion.
 - a. Regardless of style, a male deputy's hair will not cover any portion of the uniform shirt collar when the deputy assumes the military position of attention. Hair may touch the top of the ear, but may not cover any of the outer ear.
 - b. Female deputies may wear hair shoulder length. The hair may cover the shirt collar and ears. The face will be exposed and cosmetics may be used in moderation.
3. Sideburns, if worn, will be neat, trimmed, and well groomed. Sideburns may not extend below the ear lobes or be wider than one inch. The bottom of the sideburn will end with a clean shaven horizontal line.
4. A neatly trimmed mustache is permitted. The mustache will not extend below the corners of the mouth or the top line of the lower lip. "Handle bar" and "Fu Manchu" mustaches are prohibited.
5. Beards and goatees are prohibited unless authorized in accordance with assigned duties.

6. Wigs and hair pieces will not be worn while on duty or in uniform except for cosmetic reasons to cover natural baldness, or physical disfiguration, or unless authorized in accordance with assigned duties. If a wig is worn, it will conform to the hair style regulation.
7. Sunglasses will not be carried on the uniform.
8. Non-issued items of dress that detract from the professional appearance of the person or uniform are prohibited. These items include, but are not limited to, mirrored or fluorescent colored sunglasses, extreme makeup, exceptionally long fingernails, or exceptionally bright fingernail polish.

BODY ORNAMENTATION

1. Tattoos:
 - a. Tattoo Defined – Any sub-dermal inking, scar, branding, mark, or other permanent or temporary body art or modification deliberately placed on the body for purposes of decoration, ornamentation, or adornment. The term “tattoo” shall not apply to medical procedures, i.e. – cosmetic eyeliner, lipstick, etc.
 - b. The Sheriff’s Office recognizes the value of self-expression that tattoos or body art provide, but maintains the right and authority to mandate a professional appearance as the Sheriff deems appropriate, and as is stated herein.
 - c. At no time shall any tattoos be visible when wearing the Class A uniform.
 - d. Any employee who may be required to wear a Class B uniform is prohibited from acquiring any tattoo that is visible when a Class B uniform is worn.
2. Mutilation – Intentional body mutilation, piercing, branding, or intentional scarring is prohibited. Examples of prohibited intentional mutilation include: split or forked tongues; foreign objects inserted under the skin to create a design or pattern; enlarged or stretched out holes in the ears (other than normal piercing); intentional scarring that is visible, or intentional burns resulting in a design or pattern.
3. Teeth – The use of gold, platinum, or other veneers or caps for the purposes of ornamentation is prohibited. Teeth, whether natural, capped, or veneer, will not be ornamented with designs, jewels, initials, etc.
4. As of the effective date of this General Order, employees shall not acquire any new body ornamentation, as outlined in this section, on any part of the body that is visible while in uniform.

F. INDEXING:

Uniforms
Uniform Issuance
Uniform Standards

APPROVED:

**SAM ST. JOHN
SHERIFF, SUWANNEE COUNTY**

**SUWANNEE COUNTY SHERIFF'S OFFICE
GENERAL ORDER**

TITLE:	Family Medical Leave
GENERAL ORDER:	3.07
EFFECTIVE:	October 1, 2010
RESCINDS:	All Previous
REVIEWED:	March 10, 2016, January 1, 2017
PAGES:	6

A. PURPOSE:

The purpose of this order is to establish procedures for application, notification, and return from a family medical leave absence (FMLA) as well as the employee's rights and benefits during the leave.

B. SCOPE:

This order shall apply to all full-time members of the Sheriff's Office who have been employed at least one (1) year prior to requesting leave under this policy. The requesting member must have worked a minimum of 1,250 hours during the 12-month period preceding his/her request to utilize family medical leave under provisions of the Family Medical Leave Act (FMLA) and this order.

C. DISCUSSION:

The Family Medical Leave Act (FMLA) became effective August 5, 1993. Its main focus is to allow members to participate in important family events or crises without fear of repercussions such as losing their job or being penalized upon their return to duty through loss of responsibilities, advancement potential, etc.

D. POLICY:

It is the policy of the Suwannee County Sheriff's Office to provide medical leave to members in accordance with the FMLA.

E. DEFINITIONS:

Eligible Member: Any member who has been employed for at least one (1) year, and worked at least 1,250 hours during the 12-month period preceding a request for leave under provisions of this order.

Parent: The natural parent of the employee, either mother or father; or any individual who acted as parent in place of the natural parent when the member was a child. Does not include parents-in-law.

Spouse: The bona fide marital relationship recognized by state law. Does not include living arrangements that are not recognized by state law.

Child: The biological son or daughter of an employee; or a son or daughter who has been legally adopted; or a foster child placed with the employee by a legally recognized foster care placement center such as a state agency with the legal authority to make such placement. Includes children who are under 18 years of age or 18 years of age or older and incapable of self-care because of mental or physical disability.

Serious Health Condition: An illness, injury, impairment, or physical or mental condition that involves any period of incapacity or treatment connected with inpatient care (e.g. an overnight stay in a hospital, hospice, or residential medical care facility); any period of incapacity requiring absence of more than three calendar days from work, school, or other regular daily activities that also involve continuing treatment by (or under the supervision of) a health care provider; or continuing treatment by (or under the supervision of) a health care provider for a chronic or long-term health condition that is incurable or so serious that, if not treated, would likely result in a period of incapacity of more than three calendar days; and for prenatal care. Voluntary cosmetic treatments that are not medically necessary are not serious health conditions, unless inpatient hospital care is required.

Health Care Provider: A doctor of medicine or osteopathy who is authorized to practice medicine or surgery by the state in which the doctor practices, or any other person determined by the U.S. Secretary of Labor to be capable of providing health care services.

F. PROCEDURE:

REASONS FOR FAMILY OR MEDICAL LEAVE

1. FMLA provides eligible members up to twelve (12) weeks of unpaid leave, during any calendar year. The leave can be taken for one or more of the following reasons:
 - a. The birth of the member's child and/or to care for the child.
 - b. The placement of a child with the member for adoption or foster care.
 - c. To care for a spouse, child, or parent who has a serious health condition.
 - d. A serious health condition that renders the member incapable of performing the functions of the job.
2. The entitlement to leave for the birth or placement of a child for adoption or foster care will expire twelve (12) weeks from the date of the birth or placement.
3. Husband and wife who both work for the Sheriff's Office are entitled to twelve (12) weeks combined leave for the birth or placement of a child.
4. Leave granted for the birth or placement of a child must be taken consecutively for a maximum of twelve (12) weeks. Leave taken for other eligible reasons may be taken consecutively or on an intermittent basis, not to exceed a total of twelve (12) weeks of unpaid leave during a specified twelve (12) month period.

PROCEDURE FOR REQUESTING LEAVE

1. Written notification must be submitted thirty (30) days **BEFORE** all FMLA's, when the need for FMLA is foreseeable. If it is not possible to give thirty (30) days advance notice, in writing, then at least verbal notification must be given within three (3) working days after the event; followed by written notification as soon as possible, but not later than two (2) weeks

2. At the request of the member the Sheriff's Office will allow accumulated sick and/or annual leave to be substituted for unpaid leave.
3. Members **will not accrue** vacation or sick leave benefits during **any** portion of family and medical leaves.
4. During any paid portion of FMLA the Sheriff's Office will continue to pay the **EMPLOYER** portion of all member benefit programs and the member will be required to continue to pay his/her share of the insurance premium(s) while on FMLA.
5. During any unpaid FMLA the Sheriff's Office maintains all member benefits, including group medical, dental, life, and accidental death and dismemberment insurance. The member will be required to continue to pay his/her share of the insurance premium(s) while on FMLA, this provision shall be effective for a maximum of twelve (12) weeks per calendar year, including any paid periods of FMLA.
 - a. Members will be entitled to the same terms and conditions under the benefit plans as prior to taking leave, without any qualifying period, physical examination, exclusion or pre-existing condition(s), etc.
6. Any member who does not return from an approved FMLA shall be required to reimburse the Sheriff's Office for all insurance premiums paid by the agency during the unpaid portion of the FMLA. The Sheriff's Office shall deduct insurance premiums owed from any sums due the employee at the time of termination. The Sheriff's Office reserves the right to initiate legal proceedings against the former employee for recovery of premiums paid during the unpaid portion of any FMLA.

BENEFITS, REINSTATEMENT, CONTACT

1. Regular contact is necessary during an approved leave to help ensure all appropriate insurance coverage is in order, benefits are maintained, etc.
2. During an approved leave, the member is responsible for contacting the supervisor on a regular basis. For leaves of more than 30 days, the employee shall contact the supervisor at least one time every pay period (2 weeks) to notify the agency of his/her status and when he/she plans to return to work.
3. Members must contact the supervisor at least ten (10) days prior to his/her anticipated return to work date to notify the supervisor of his/her return to duty status. Failure to return to work following the expiration of an approved leave may result in discipline, up and including discharge. Medical certification may be required prior to return to work, depending upon the type of FMLA approved.
4. The member shall be returned to his/her former position or an equivalent position with the same pay, benefits, shifts, etc., that they enjoyed prior to the leave. If the leave extends past the maximum twelve (12) week period, the Sheriff's Office does not guarantee the same equivalent position.

5. The provisions of this policy related to reinstatement of position and payment of employee benefit premiums during the unpaid portion of leave do not extend past a maximum twelve (12) week period per calendar.

CATEGORIES OF LEAVE

1. Care for Newborn, Newly-Adopted Child, or Children Placed for Foster Care:

- a. A father, as well as a mother, is eligible to take FMLA for the birth, placement for adoption, or Foster care of a child.
- b. Circumstances may require that FMLA begin before the actual date of birth of a child. An expectant mother may take FMLA before the birth of the child for prenatal care, or if her condition makes her unable to work.
- c. FMLA can begin before the actual placement or adoption of a child if an absence from work is required for the placement for adoption or foster care to proceed.
- d. If an expectant mother has been placed on FMLA because her medical condition makes her unable to work, medical certification from her physician is required prior to return to duty. The attending physician shall certify that the employee is able to perform the essential functions of her position with or without reasonable accommodation.

2. Care for the spouse, child, or parent (of the employee) IF such spouse, child, or parent has a SERIOUS health condition:

- a. The member is required to submit notification as soon as possible, but no less than thirty (30) days before the leave is scheduled to begin.
- b. If, for extenuating circumstances, the employee must take leave and cannot notify his/her division director within the thirty (30) day period, he/she shall contact his/her supervisor to explain the circumstances.

3. A serious health condition that makes the employee unable to perform the essential functions of his/her position:

- a. The member is required to submit notification as soon as possible, but no less than thirty (30) days before the leave is scheduled to begin.
- b. If, for extenuating circumstances, the employee must take leave and cannot notify his/her division director within the thirty (30) day period, he/she shall contact his/her supervisor to explain the circumstances.
- c. Members shall utilize all accrued vacation and sick leave benefits prior to commencing unpaid FMLA.
- d. The Sheriff's Office reserves the right to require a second opinion with a health care provider selected by the agency, at the agency's expense. If the second opinion differs from the member's health care provider, the agency may require the member to obtain certification from a third health care provider, again at the agency's expense. The third opinion shall be final and binding. The third health care provider shall be designated and approved jointly by the agency and the member.

- e. A member on FMLA shall provide certification from his/her attending physician prior to return to duty. The attending physician shall certify that the employee is able to perform the essential functions of his/her position with or without reasonable accommodation.
- f. On-the-job injuries/illnesses that meet the definition of Serious Medical Condition, as outlined in this policy, are covered under FMLA for a maximum period of twelve (12) weeks. However, employees covered under worker's compensation are not required to utilize accrued vacation and sick leave prior to payment of paid worker's compensation leave, which is part of their FMLA. The Sheriff's Office pays 100% of wages for lost time as a result of work-related injuries/illnesses for a maximum of three (3) months. An employee may, at the discretion of the Sheriff, be granted an extension of the three (3) month period.

4. Intermittent or Reduced Leave:

- a. For an employee seeking intermittent FMLA or leave on a reduced schedule due to his/her own serious health condition or to care for a sick family member, there must be a medical need for leave (as distinguished from voluntary treatments and procedures), and it must be such that medical need can best be accommodated through an intermittent or reduced leave schedule.
- b. Members shall submit notification from his/her physician to provide medical evidence that an intermittent or reduced leave schedule is medically necessary.
- c. Members needing intermittent or reduced leave must attempt to schedule their leaves so as not to disrupt the Sheriff's Office operations, subject to the approval of health care providers.
- d. A member approved for intermittent or reduced schedule leave may be assigned to an alternative position with equivalent pay and benefits that better accommodates his/her intermittent or reduced leave schedule.
- e. Only the amount of leave actually taken will be counted toward the maximum twelve (12) weeks of leave to which an employee is entitled.

RETURN TO WORK FOLLOWING FAMILY AND MEDICAL LEAVE

- 1. Upon return from FMLA, an employee is entitled to return to the same position he/she held when leave commenced, or to an equivalent position with equivalent benefits, pay, and other terms and conditions of employment. An equivalent position shall have the same, or substantially similar, duties and responsibilities and shall entail substantially equivalent skill, effort, responsibility, and authority.
- 2. If a member is no longer qualified for the previous position because of his/her inability to attend necessary mandatory retraining, recertification, licensure programs, etc., as a result of the leave, the member shall be given a reasonable opportunity to fulfill those conditions upon return to work.
- 3. If a member is unable to perform the essential functions of the previous position because of a physical or mental condition, including the continuation of a serious health condition, the Sheriff's Office shall make every effort to provide a reasonable accommodation that does not impose an undue hardship upon the operations of the agency, provided however, the Sheriff's Office will not be required to create a position in order to accommodate the member.

4. A member whose FMLA was due to his/her own serious health condition shall be required to provide medical certification from the health care provider that he/she is able to perform the essential functions of his/her position, without reasonable accommodation. The member shall be denied reinstatement to on-duty status until such certification is provided.

G. INDEXING:

Family Medical Leave

APPROVED:

**SAM ST. JOHN
SHERIFF, SUWANNEE COUNTY**

**SUWANNEE COUNTY SHERIFF'S OFFICE
GENERAL ORDER**

TITLE:	Promotions
GENERAL ORDER:	3.08
EFFECTIVE:	March 5, 2009
RESCINDS:	All Previous
REVIEWED:	March 10, 2016, January 1, 2017
PAGES:	3

A. PURPOSE:

To establish guidelines for promotion of sworn agency members.

B. SCOPE:

This order applies to all Sheriff's Office members.

C. POLICY:

To ensure a fair and equitable process to promote members of the agency. Each element of the promotion process will be job-related and non-discriminatory.

D. DEFINITIONS:

Appointment: All members employed by the Sheriff's Office obtain their status by appointment rather than by a contract of employment. Appointment is the act of placing a member into a position within the Sheriff's Office.

Introductory Period: A period of time to allow supervisors to observe and evaluate a new member's work performance and adjustment to the position. The introductory period is one year of continuous, satisfactory work performance from date of hire for civilians and from completion of the Field Training Officer or Correction Training Officer Programs for deputies.

Members: All personnel appointed by, and under the jurisdiction of the Sheriff.

E. PROCEDURE:

GENERAL

It will be the Sheriff's discretion to determine whether or not a written exam/oral interview is necessary to fill a promotion vacancy. The Sheriff, after reviewing the nature of the promotion may determine that due to the circumstances, an appointment would be a more appropriate course of action. If the member is to be promoted by appointment, the Sheriff shall notify the affected division director.

1. Promotional examinations will be scheduled as determined by the Sheriff.
2. The affected division director will be responsible for managing the promotional process, to include providing members with a written announcement of the promotional process.

ELIGIBILITY

A member must meet the following requirements to be eligible to take a written examination for promotion:

1. **Law Enforcement Sergeant or Correction Sergeant:**
 - a. The member must be a deputy sheriff or correction deputy holding State of Florida certification in the specific test discipline;
 - b. By the date of examination, have a minimum of three years experience in the discipline; and
 - c. Have successfully completed two years of service in the discipline as a deputy with the Suwannee County Sheriff's Office immediately prior to the date of the examination.
2. **Investigator:** The position of investigator is not considered a promotion and will not be based on competitive examination. The Sheriff will appoint members to these positions.
3. **Civilian Supervisor Positions:** Civilian supervisor appointments or promotions will not be based on competitive examination. All such appointments or promotions will be discretionary and made by the Sheriff.

WRITTEN EXAMINATION

1. **Announcement:** At least two weeks before the written examination, the affected division director will post the type, date, time, and location of the exam; position descriptions for the vacancies; eligibility requirements; a selected reading list of resource material; and a description of the selection process.
2. **Examination Preparation:** A person assigned by the Sheriff will write and administer written examinations. Person(s) who prepare the exam will ensure that the integrity of the exam is **not** compromised.
3. **Content:** The exam will consist of at least 50 multiple choice questions taken from Florida State Statutes, agency general orders, appropriate supervisory or managerial text, and position specific literature when appropriate. Test questions will be validated as job related.
4. **Scoring:** Candidates must achieve a minimum score of 80 percent to pass the written test.
5. **Notification of Results:**
 - a. Each candidate will be assigned an individual identification number to be used on the test score sheet.
 - b. The affected division director will notify the candidates of their results within ten workdays of the examination.
 - c. Candidates may review their examination with the test administrator by making an appointment within three workdays of the notifying of examination results.
6. **Challenges:** Candidates challenging the wording, meaning, or scoring of any exam questions must do so during the exam review. If the test administrator agrees there is merit to the challenge, the question may be eliminated from scoring. This will affect every examination and result in rescoring all answer sheets.

ORAL REVIEW BOARD

Candidates who pass the examination will be required to appear before an oral review board. A schedule of dates and time will be provided to each member successfully completing the written exam.

1. **Board Composition:** Separate boards will be convened for each promotional rank and discipline. Each board will consist of up to five members chosen by the Sheriff.
2. **Board Member Training:** Board members will receive orientation training, which will include instructions concerning their role in the process, and guidelines to follow when asking questions and completing the grading worksheet. Board members will be provided with:
 - a. A prepared list of questions to ask participants.
 - b. A rating worksheet that explains the areas to be evaluated and the percentile value of each area as follows:

1. Appearance and demeanor:	10%
2. Ability to communicate:	10%
3. Decision making ability:	20%
4. Ability to inspire confidence and respect:	20%
5. Supervisory qualities:	25%
6. General fitness for the position:	15%

AUTHORITY

The Sheriff has sole authority to promote members of the agency. In addition to the written examination and oral board scores, the Sheriff may be guided in his decision by recommendations of supervisors and his executive staff, performance evaluations, and information in the candidate's agency files.

INTRODUCTORY PERIOD

Effective the date of promotion, the member must serve a one year introductory period during which supervisors will evaluate performance.

1. The introductory period will not affect the member's retirement benefits, vacation leave, sick leave, or other benefits.
2. During the introductory period, the Sheriff has the right to rescind a promotion without cause.

E. INDEXING:
Promotions

APPROVED:

SAM ST. JOHN
SHERIFF, SUWANNEE COUNTY

**SUWANNEE COUNTY SHERIFF'S OFFICE
GENERAL ORDER**

TITLE:	Smoke and Tobacco Free Workplace
GENERAL ORDER:	3.09
EFFECTIVE:	1 October 2010
RESCINDS:	All Previous
REVIEWED:	10 March 2016
PAGES:	2

A. PURPOSE:

To establish agency policy on the use of tobacco products in the workplace.

B. SCOPE:

This order applies to all Sheriff's Office members, civilian and sworn, appointees, Sheriff's Posse members, reserve deputies, correctional facility inmates, animal shelter members, persons held in custody, and visitors.

C. DISCUSSION:

In compliance with F.S. 386.204, the Sheriff has declared the Suwannee County Sheriff's Office a smoke and tobacco free workplace.

D. POLICY:

The use of tobacco products is prohibited within all buildings, facilities and grounds used, occupied, or maintained by the Suwannee County Sheriff's Office. Smoking is acceptable in designated areas only. This order applies to all vehicles and equipment as well.

E. DEFINITIONS:

Tobacco Products: Includes cigarettes, cigars, pipes, chewing tobacco, snuff and generic equivalents.

F. PROCEDURE:

SMOKE AND TOBACCO FREE AREAS

The use of all tobacco products will be prohibited within all Sheriff's Office buildings, facilities, grounds, equipment and vehicles. Members are expressly prohibited from using tobacco products in or on any of the above-mentioned areas, except for designated smoking areas.

Members who drive to work in their privately owned vehicle may have tobacco products within their vehicle. Tobacco products will only be used in designated areas.

G. INDEXING:

Smoke Free Workplace

APPROVED:

**SAM ST. JOHN
SHERIFF, SUWANNEE COUNTY**

**SUWANNEE COUNTY SHERIFF'S OFFICE
GENERAL ORDER**

TITLE:	Drug Free Workplace
GENERAL ORDER:	3.10
EFFECTIVE:	October 1, 2010
RESCINDS:	All Previous
REVIEWED:	March 10, 2016, January 1, 2017
PAGES:	6

A. PURPOSE:

The Sheriff's Office has a legal responsibility and management obligation to ensure a safe work environment, protection of public trust, and the integrity of the Sheriff's Office. Furthermore, it has a paramount interest in protecting the public by ensuring that its members have the physical stamina and emotional stability to perform their assigned duties. A requirement for employment is that a person is free from drug dependence, illegal drug use, or drug abuse.

B. SCOPE:

This order applies to all Sheriff's Office members.

C. DISCUSSION:

There is sufficient evidence to conclude that illegal drug use, drug dependence, and drug abuse seriously impairs a member's performance, general physical and mental health. The illegal possession and abuse of drugs or narcotics by Sheriff's Office members on or off duty is a crime in this jurisdiction and clearly unacceptable. There are unique corruption hazards associated with drug possession and use by a law enforcement officer. Consequently, the Sheriff's Office has adopted this written procedure to; ensure a member's fitness for duty as a condition of employment, follow an established written policy and procedure, and the member's acknowledgment of testing as a requirement of employment. This written procedure also ensures testing is done to protect the members of the Sheriff's Office from false accusations, civil liability, or unfounded suspicion of drug use and to protect the members' integrity following critical incidents.

D. POLICY:

1. Sheriff's Office members will not take any drugs or dangerous substances whether on/off duty, unless prescribed by a person licensed to practice medicine. Members who are required to take prescription medicine that may impair their normal faculties will notify their immediate supervisor of the medication prescribed. Any statutorily defined illegal use or abuse of drugs by any member will not be tolerated.
2. All property belonging to the Sheriff's Office is subject to inspection at any time, without notice, as there is no expectation of privacy.
 - a. Property includes, but is not limited to, Sheriff-owned vehicles, desks, containers, files, and storage lockers.
 - b. Members' assigned lockers, which are locked by the member, are subject to inspections by a supervisor after reasonable advance notice, unless waived by the Sheriff or Chief Deputy, and in the presence of the member.

3. Sheriff's Office members who have a reasonable suspicion to believe that another member is illegally using drugs or narcotics will report the facts and circumstances immediately to their supervisor and/or Internal Affairs.
4. Failure to comply with the intent or provisions of this procedure may be used as grounds for disciplinary action. Refusal by a member to take the required drug test will be presumed, in the absence of clear and convincing evidence to the contrary, that the member has been or may be under the influence of an illegal or unauthorized substance.
5. Test results reporting a presence of illegal drugs or narcotics, the abuse of prescription drugs, or the abuse of non-prescription drugs will be submitted as part of a written complaint to the member's department director for review and action as appropriate.
6. Test results reporting a presence for anabolic and/or androgens steroids including steroidal supplements will constitute a violation of this general order, unless prescribed by person licensed to practice medicine.
7. Sheriff's Office members who do not follow the requirements or adhere to the procedures in this directive may be subject to termination.

E. DEFINITIONS:

Applicant - A person who has applied for any position with the Suwannee County Sheriff's Office and has a conditional offer of employment subject to successfully passing a drug test.

Confirmation Test - A second analytical procedure used to identify the presence of a specific drug or metabolite in a specimen. The confirmation test is different in scientific principle from the initial test. The confirmation method will be capable of providing requisite specificity, sensitivity, and quantitative accuracy.

Drug - Amphetamines, cannabinoids, cocaine, phencyclidine (PCP), hallucinogens, opiates, barbiturates, benzodiazepines, synthetic narcotics, designer drugs, alcohol, steroids; or a metabolite of any of the substances listed herein to include all substances covered by Florida Statutes under the Controlled Substances laws defined within Florida Statutes.

Drug Test - Any chemical, biological, or physical instrumental analysis administered for the purpose of determining the presence or absence of a drug or its metabolites.

Reasonable Suspicion - An apparent state of facts and/or circumstances found to exist, which would lead a reasonable, intelligent, and prudent person to believe a person was, or may be, under the influence or using a controlled substance or any drug or steroid prohibited by this general order.

Among other things, such facts and inferences may be based upon any of the following:

1. Observable phenomena while at work, such as direct observation of drug use or physical symptoms or manifestations of being under the influence of a drug.
2. Abnormal conduct or erratic behavior while at work or a significant deterioration in work performance.
3. A report of drug use, provided by a reliable and credible source, which has been independently corroborated.
4. Information that a member has tampered with a drug test during their employment with the Sheriff's Office.
5. Information that a member has caused, or contributed to, an accident while at work.
6. Information that an employee has used, possessed, sold, solicited, or transferred drugs while on or off duty.

Specimen: Tissue, hair, or product of the body capable of revealing the presence of drugs or their metabolites.

F. PROCEDURE:

APPLICANTS

Applicants for all positions will be tested for drug or narcotic usage as a part of their pre-employment process. The testing protocol and safeguards set forth in this procedure will apply.

1. Test results reporting a presence of illegal drugs or narcotics, or the abuse of non-prescription or prescription drugs will be the basis for discontinuance of an applicant in the selection process. Such applicants will be notified by the Human Resource supervisor of their rejection for employment.
2. Refusal to take the test will be the basis for discontinuance of an applicant in the selection process.
3. Applicants demonstrating addiction to any narcotics/drug will be permanently rejected.
4. Any improper use of a narcotic/drug by an applicant will be grounds for rejection.
5. The drug test results of applicants or members may be subject to disclosure under the Florida Public Records Act Chapter 119.

CURRENT MEMBERS

The agency reserves the right to ask any member to submit to a drug test under the following conditions:

1. The Sheriff or Chief Deputy may require that a member submit to a drug test when there is a reasonable suspicion for suspected usage. The supervisor will forward a report containing the facts and circumstances directly to the department director and a copy to the Chief Deputy.
2. Members on leave for an extended period of time beyond 30 consecutive days may be required to submit to a drug test upon return to work.
3. Members of the Suwannee County Sheriff's Office will submit to a random drug test. Random testing is not designed to single out any individual or subject any member to arbitrary manipulation or discrimination.
 - a. All members will be tested at random at any time during their employment when selected from the random pool.
 - b. The member will be selected by a random number computer program.
 - c. The member's supervisor will notify the member of the test no sooner than six hours prior to the test. Members must report for testing within six hours of notification. The member's supervisor will ensure that the member is available to take the test at the scheduled time.
 - d. Any refusal by the member to cooperate with the testing, including refusal to submit to the test at the time ordered, may result in the member's immediate discharge from employment with the Suwannee County Sheriff's Office.

TESTING METHODOLOGY

1. The testing laboratory will test for the following substances:
 - a. Darvon (Propoxyphen)
 - b. Benzodiazepine
 - c. Amphetamines
 - d. Methadone
 - e. Phencyclidine
 - f. Opiates
 - g. Cocaine
 - h. Barbiturates
 - i. Cannabinoids
2. The testing laboratory will use the cut-off levels established by the Department of Health and Human Services (DHHS).
3. If an initial screening result is positive, the designated testing facility shall conduct a confirmation test.

TESTING PROCEDURES

The following procedures will be adhered to by all personnel administering the drug test to ensure the integrity of the testing process.

1. The member will respond to the designated collection site where positive identification will be required from the member.
2. The member will then complete and sign the Chain of Custody form giving consent to testing. This form will accompany the specimen.
3. The member will remove any unnecessary outer garments such as a coat or jacket. The member will leave all personal belongings such as a briefcase or purse outside of the room where the sample is collected.
4. The member will then wash and dry his/her hands immediately prior to urination to avoid contamination of the specimen. The member will remain under the observation of the collection site person until a private bathroom facility is provided.
5. The member will then provide the urine sample in the privacy of the bathroom facility provided. The member will provide at least 50 cubic centimeters of urine. If the collection site person determines there is less than 50 cubic centimeters of urine in the container additional urine will be collected in a separate container to reach a total of 50 cubic centimeters.
 - a. Where the member appears unwilling or unable to give a specimen at the time of the test, collection site personnel will document the circumstances on the Chain of Custody form. The member will be permitted no more than four hours to give a specimen, during which time the member will remain in the testing area. Reasonable amounts of water will be provided to the member to encourage urination.
 - b. Absent a compelling and verifiable medical condition, failure to submit a sample at the end of four hours will be considered a refusal to submit to a drug test.

6. After the urine specimen is submitted, the collection site person will measure and record the temperature on the Chain of Custody form, and confirm the temperature has been read within four minutes.
 - a. If the temperature of a urine specimen is outside the range of 90.5 degrees Fahrenheit to 99.8 degrees Fahrenheit, this will constitute a reason to believe the specimen may have been altered or substituted. The actual temperature of the specimen must be recorded on the Chain of Custody form.
 - b. Whenever there is a reason to believe that the specimen has been altered or substituted, a second specimen will be collected immediately, under the direct supervision of a supervisor of the same gender.
 - c. All samples suspected of being altered or diluted will be forwarded to the designated laboratory.
7. The member and the collection site person will keep the urine specimen in sight at all times until it is sealed.
8. The collection site person will place the tamper proof tape over the container cap and securely place the identification label on the container which contains the date and any other identification information required.
9. The member will initial the identification label for the purpose of certifying that it is the specimen collected from the member.
10. The sample will be submitted to the designated testing laboratory for immediate testing.
11. The collection site person will initiate and complete the Chain of Custody form for the specimen given. The Chain of Custody form will accompany the specimen to maintain its integrity by tracking its handling and storage from the point of collection to the final disposition of the specimen.
12. The collection site person will arrange to transfer the collected specimen to the designated drug testing laboratory. Transportation will be done in such a manner as to maintain the integrity of the specimen. Each time the specimen is handled or transferred every individual in the chain of custody will be identified on the Chain of Custody form.

POSITIVE RESULTS

1. Every specimen that produces a positive confirmed result will be preserved by the laboratory that conducts the confirmation test for a period of at least 210 days after the results have been mailed to the Sheriff's Office.
 - a. If a member undertakes an administrative or legal challenge to the test result, the member will notify the Sheriff's Office. The laboratory will be notified and the sample will be retained by the laboratory until the case is resolved.
 - b. Any positive result for a controlled substance to include any indicators for Cannabinoids, whether organic or synthetic is presumed to be a violation of this policy unless a current and valid prescription exists in the name of the affected member exclusively. Members who may be required by a licensed and treating Physician or M.D. to take the substance Marinol or any derivative thereof, regardless of the product's name, must produce such prescription at the time the prescription is issued by the treating and licensed physician. Failure to do so in a timely manner may result in disciplinary action up to and including termination.
 - c. A positive urine drug screen will be reported to a Medical Review Officer (MRO) for interpretation.

- d. The MRO shall personally contact the member.
 - e. The member may provide an explanation for the positive drug found test results. Plausible explanations include:
 - (1) Current and valid prescription form from a doctor, evidence of which must be provided to the MRO.
 - (2) Medications received from a doctor's or dentist's office. The member will provide proof, in the form of a letter, from the doctor or dentist to the MRO.
 - f. Unacceptable explanations include:
 - (1) Passive inhalation of substances such as marijuana or crack cocaine.
 - (2) Taking a prescription medication, including Marinol, that is prescribed to someone else.
 - g. If an acceptable explanation is provided, the MRO will interpret the test as negative.
 - h. If the member believes the positive test is in error, the member will be given the option of an independent test of the same urine specimen by an independent laboratory, licensed by the Federal or State Government, at the member's expense. The member who wishes to exercise this option must inform the MRO within seventy-two hours of the positive test. Otherwise, such a request does not have to be granted.
 - i. The MRO must make an effort to contact the member personally before reporting positive results. However, if the MRO is unable to reach the member, the MRO will report the test results to the Sheriff within 24 hours of receipt of such results.
2. Within five working days after receipt of a positive confirmed test result from the testing laboratory, the Sheriff or designee will inform the member in writing of the positive test result, the consequences of such results, and the options available to the member.
 3. Upon request, the member will be provided a copy of the test results.
 4. Within the same five working days after receiving notice of a positive confirmed test result, the member may submit information explaining or contesting the test results and why the results do not constitute a violation of Sheriff's Office policy.
 5. If a member's explanation or challenge of a positive test result is unsatisfactory, the Sheriff or Chief Deputy will give a written response as to why the member's explanation is unsatisfactory.
 6. The Sheriff will not discriminate, refuse to hire, discipline, discharge, or request rehabilitation of a member on the sole basis of a positive test result that has not been verified by an independent lab licensed by the Federal Government or an authorized State Agency.
 7. The Sheriff's Office will pay the cost of all drug tests, initial and confirmation, which are required of the members.
 8. A member will pay the costs of any additional drug tests not required by the Sheriff's Office.

G. INDEXING:

Drug Testing
 Random Drug Testing
 Substance Abuse

APPROVED:

SAM ST. JOHN
SHERIFF, SUWANNEE COUNTY

**SUWANNEE COUNTY SHERIFF'S OFFICE
GENERAL ORDER**

TITLE:	Compensation
GENERAL ORDER:	3.11
EFFECTIVE:	July 1, 2010
RESCINDS:	All Previous
REVIEWED:	May 9, 2012, February 15, 2013, March 4, 2014, July 30, 2015, March 10, 2016, January 1, 2017
PAGES:	4

- A. **PURPOSE:** To describe how agency members are compensated.
- B. **SCOPE:** This order applies to all Sheriff's Office members.
- C. **POLICY:** Sheriff's Office members are compensated based upon the grade/step matrix and the Fair Labor Standards Act (FLSA).
- D. **DEFINITIONS:**
- Cost of Living:** A percentage increase in base pay where the overall pay plan is adjusted. Pay ranges for classification increase based upon cost of living and budget restrictions.
- Demotion:** Movement of a member from a supervisory/management position to a lower supervisory/management position or a non-supervisory/ management position.
- Nonexempt Member:** Agency members addressed in the Fair Labor Standards Act (FLSA).
- Overtime:** Time that a member is directed or authorized to work in excess of the regular schedule.
- Promotion:** Elevating a member to a position of supervision or management.
- Salaried Member:** Agency members exempt as defined under the Fair Labor Standards Act (FLSA).
- E. **PROCEDURE:**

GRADE/STEP MATRIX

To recruit and retain members, the Sheriff's Office will attempt to pay wages comparable to area law enforcement agencies, county government, and the private sector of Suwannee County.

1. The grade/step matrix lists the entry level salary for agency members and salary differentials within and between ranks.
2. **Pay Standards:** On their date of hire, all members are assigned to a pay classification. To ensure uniformity of adjustments and proper maintenance of the agency pay plan, the following guidelines apply:

- a. **Date of Hire:** The date of employment is the date of hire. This date will be used for vacation and sick time accrual. Civilian members will use this date for performance evaluations and as their longevity anniversary date. Certified members will use their date of grade for longevity and performance evaluations. *Exception: a change in status from temporary to full time will establish a new longevity review date.* Inactive leave, for periods in excess of 30 days, other than Workers' Compensation, will result in the longevity date being extended by the duration of that leave.
- b. **Date of Grade:** The assigned date of grade is the longevity anniversary date in the following circumstances:
 - 1. When a certified member completes the applicable Field Training Officer (FTO) or Corrections Training Officer (CTO) program.
 - 2. When a certified member is promoted to the rank of sergeant or above.
 - 3. When a civilian member is promoted to supervisor, manager, or director.
 - 4. When a civilian member becomes certified and completes the applicable FTO/CTO program.
- c. **Starting Rate:** The minimum salary established for a position is considered the normal appointment rate for new members. The Sheriff may authorize appointments above the minimum salary if the applicant's training, experience, or other qualifications are substantially above those required for the position.
- d. **Lateral Transfer:** Inter/intra division lateral transfers will not affect salary or longevity anniversary dates.
- e. **Promotion:** Promotion to a supervisory or management position will result in a 5 percent increase per rank of corporal or sergeant with up to 10% for Lieutenant. A promotion will establish a new date of grade and longevity anniversary date.
- f. **Demotion:** Demotion to a lower classification having a lower pay grade will be based upon the following:
 - 1. Demotion from a supervisory/management position to a lower supervisory/management position, held immediately before being promoted, will have the date of grade previously held reinstated. All other supervisory/ management demotions will establish a new date of grade.
 - 2. Demotion below the rank of sergeant, or to a non-supervisory/management position, will eliminate the member's date of grade and revert to the previous longevity date.
 - 3. Demotion from a supervisory/management position will result in a minimum of a 5 percent decrease, per rank. Pay will not exceed the maximum rate for the lower grade.
- g. All pay increases and adjustments associated with career advancement, reclassification to another pay grade, promotion, etc., will become effective on the first day of the next pay period.

WORK PERIOD AND BREAKS

- 1. **Civilian Positions:** Members in civilian positions are not governed by F.S. 943.10. The Division director will determine the work schedule for all civilian members.
 - a. Full-time: A regular work schedule consists of 40 hours per week, and 80 hours, per pay period. A "day" is defined as eight hours for disciplinary actions involving time off, or loss of accrued leave regardless of schedule worked.

- b. **Part-time:** A member who works at least 16 hours per month. Compliance with this minimum standard is monitored by the personnel Section. Failure to comply will result in status review by the Sheriff.
- 2. **Certified Positions:** Members in certified positions are governed by F.S. 943.10. The Sheriff will determine the work schedule.
 - a. **Full-time:** A pay period consists of 80 or 84 hours bi-weekly depending on position assigned.
- 3. **Work Breaks:** Civilian members will be granted a 15 minute break during the first and second half of each workday. Breaks will not be accumulated nor used to compensate for late arrival or early departure from work.
- 4. **Meal Breaks:**
 - a. Members assigned to a position requiring “immediate on call status” will be compensated for their meal breaks, i.e., patrol deputies and correction deputies. Members assigned to patrol will give their location to communications before beginning their meal break.
 - b. Members assigned to positions not requiring “immediate on call status” will not be compensated for their meal breaks, i.e., detectives and support staff. The duration of meal breaks will be determined by each member’s respective supervisors.

ADDITIONAL COMPENSATION

- 1. **Overtime:** Overtime will be paid at a rate of time and a half unless the member has used sick, vacation, holiday, military, funeral, or similar type of leave. When leave has been used during the pay cycle, excess hours will be calculated as straight time.
 - a. **Civilian:** Overtime is based on hours worked in excess of 40 hours per work period (Monday-Sunday). Each week within the two-week pay period stands alone for calculation of overtime.
 - b. **Certified Law Enforcement and Correction Members (Nonexempt):** Overtime will be based on hours worked in excess of 84 hours during the 14-day pay period.
 - c. **Salaried Members:** Salaried personnel may be eligible for overtime pay at the rate of an extra day’s wage, during declared emergencies, commencing on the second day of the emergency.
 - d. **All Appointed Investigators** shall receive an Investigation stipend during the time in which they serve in that position. If the appointment ends, the stipend will end at that time.
- 2. **Court Time:** Nonexempt members will be compensated for attendance at official criminal justice/judicial proceedings resulting from the performance of their official duties. Written proof of attendance such as a signed subpoena, or similar document will be attached to the member’s time sheet. Hours worked will be calculated from the time the member leaves their home until they return home. A minimum of two hours will be given. Attendance at the proceedings listed below qualifies as hours worked.
 - a. State Attorney Office Investigations: Grand jury investigations (subpoena not required);
 - b. Depositions, state or federal criminal trials, civil trials (subpoena required).
- 3. **Witness Fee:** Witness fees, for testimony while on duty, are assigned to the Sheriff. The check will be endorsed “Pay to the Order of the Sheriff of Suwannee County” and signed by the member. The member’s division director will transmit the endorsed check to the Fiscal Affairs Division for deposit into the suspense account. Periodically, these funds will be transferred to the Board of County Commissioners.

F. INDEXING:

Compensation

Overtime

Pay Standards

Salary

Witness Fees

APPROVED:

SAM ST. JOHN

SHERIFF, SUWANNEE COUNTY

**SUWANNEE COUNTY SHERIFF'S OFFICE
GENERAL ORDER**

TITLE:	Blood Borne Pathogens and Exposure Control
GENERAL ORDER:	3.12
EFFECTIVE:	March 12, 2014
RESCINDS:	All Previous
REVIEWED:	July 16, 2016, March 10, 2016, January 1, 2017
PAGES:	8

A. PURPOSE:

The purpose of this Corrections Operating Procedures is to establish guidelines as recommended by the Occupational Safety and Health Administration (OSHA) for regulation of safe work practices and controls within the SCSO detention facilities and to minimize or eliminate exposure to blood borne and airborne pathogens.

B. SCOPE:

This Corrections Operating Procedure applies to all personnel assigned to the Sheriff's Office Department of Corrections.

C. DISCUSSION:

The Sheriff's Office shall make every attempt to provide a safe working environment for all employees from health hazards associated with blood borne and airborne pathogens. A policy manual is available to each employee and is explained at employee orientation. It is reviewed annually and revised as needed. The infection control plan is part of this manual.

D. DEFINITIONS:

Airborne pathogens: Microorganisms (Viral or bacterial) that is present in the air that can cause diseases in humans. These pathogens include, but are not limited to, Tuberculosis, Influenza, and Chicken Pox.

Blood: Human blood, human blood components, and products made from human blood.

Blood borne pathogens: Microorganisms (viral or bacterial) that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, Hepatitis B Virus (HBV) and Human Immunodeficiency Virus (HIV). Hepatitis B vaccine are available to all employees at no cost through the Suwannee County Health Department. Hepatitis B Vaccination Program is strictly voluntary.

Contaminated: Any items which may contain a hazardous material or substance, as well as items which have had direct contact with body fluids, body parts, and/or hazardous chemicals.
Contaminated Laundry: Clothing, mattresses, bedding, or linen, which have been soiled with blood or other potentially infectious materials.

Decontaminated: The use of physical or chemical means to remove, inactivate, or destroy airborne or blood borne pathogens on a surface or other item to the point where they are no longer capable of transmitting infectious particles and the surface or item is rendered safe for handling, use, or disposal.

Engineering Controls: Controls (such as sharps disposal containers, self-sheathing needles, hoods, and masks) that isolate or remove the airborne or blood borne pathogens hazard from the work place.

Exposure Incident: A specific eye, mouth, or other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious materials that may result from the performance of an employee's duties.

Influenza: Virus infection primarily spread by droplet contamination through the respiratory tract of humans. There are two ways these viruses are transmitted.

Direct Transmission: Where particles from the respiratory tract of an infected person are contained in droplets which are forced into the air by sneezing or coughing, and are inhaled by another human.

Indirect transmission: Viral particles from an infected human that are on surfaces where they may survive a short time (hands, hard surfaces, telephones, etc.). In turn, touching these contaminated surfaces may then transmit the viruses through contact with another human being's eyes, nose, or mouth.

Occupational Exposure: reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials that may result from the performance of an employee's duties.

Pandemic Influenza: Refers to a worldwide outbreak (or the immediate threat of transmission from a current outbreak) when a new strain of the virus emerges that has the ability to infect humans, and to spread from person to person.

Universal Precautions: An approach to infection control. According to the concept of universal precautions, all human blood and certain body fluids are treated as if known to be infectious for blood borne pathogens.

Work Practice Controls: Controls that reduce the likelihood of exposure by altering the manner in which a task is performed.

E. PERSONNEL RISKS OF EXPOSURE TO BLOOD BORNE PATHOGENS:

All correctional employees have the possible potential for occupational exposure to blood borne pathogens if their job assignment includes inmate contact.

F. PROCEDURES:

1. **Supervisory Responsibilities:** Commanders and supervisors should be aware of the posts in their command that have the potential for contact with human blood and body fluid. They should insure that the appropriate precautions should be taken and that their staff is made aware of those dangers and precautions.
2. **Employee Responsibilities:** All employees should be aware of a situation that has the potential for exposure to human blood and body fluid (e.g. fights, first aid, CPR, searches, restraining inmates or handling of contaminated waste or inmate linen or property). All new direct care staff is evaluated and tested, as appropriate, for tuberculosis exposure prior to job assignments with periodic evaluation and/or testing thereafter. All direct care staff are offered Hepatitis Vaccines.
3. **Universal Precautions:** All persons, or any item contaminated with human blood or body fluid should be considered/treated as if they are infected with any, or all blood borne pathogens, including but not limited to HIV or Hepatitis.
4. **Engineering Controls:**
 - a. The contracted health care provider controls sharps containers. They are not used for non-sharp items. The sharps containers are located in the health care unit and/or other areas, as determined by the health authority, where they may be needed. These containers are used until three-fourths (3/4) or to the indicated fill line on the container. The containers are then sealed, labeled, and properly disposed.
 - b. Red-colored biohazard waste bags are used for the disposal of contaminated materials. They are not to be used for non-contaminated trash. Red bags are placed inside a corrugated box, which is also marked with the biohazard-warning symbol. At initiation, they are properly labeled with the facility's name and address.
5. **Work Practice Controls:**
 - a. Personnel must use great caution in searching the inmate's clothing and other items. Gloves must be worn. Individual discretion, based upon the circumstances at hand, should determine if an inmate should empty his own pockets or if the officer should use his own skills in determining the contents of an inmate's clothing.
 - b. The employee should always empty the contents of any container, purse, or trash can, onto a surface that is protected by an impervious layer. Employees should avoid reaching blindly into any container.
 - c. A safe distance should always be maintained between the officer and the inmate.
 - d. A flashlight should be carried to search hidden areas. Long-handled mirrors should be used to search areas such as under commodes, bunks, desks, lamps, and in vents.
 - e. Wear protective gloves and/or other personal protective equipment (PPE) if the potential for exposure to human blood or body fluids exist. Hands are to be thoroughly washed or disinfected with an approved hand sanitizer immediately after removing gloves.

- f. Food and drink shall not be kept in refrigerators, freezers, shelves, cabinets or on countertops or bench tops where blood or other potentially infectious materials are present.
6. Personal Protective Equipment:
- a. Protective items are made available to the correctional staff by the Sheriff's Office. Strict adherence for the control, use, and decontamination or disposal of this equipment is essential to personal safety. The protective items being used as barriers should be used in accordance with the level of exposure encountered. Minor lacerations or small amounts of blood do not merit the same extent of barriers as required for massive arterial bleeding victims. Management of the inmate who is not bleeding and has no bodily fluids present should not routinely require use of barrier precautions other than protective gloves. When an incident is not spontaneous, staff should don the protective clothing and items provided by this agency before entering the contaminated area.
 - 1. Disposable gloves are made available to staff. The use of gloves reduces the chances of skin contact with blood and other potentially contaminated body fluids.
 - 2. Safety glasses, goggles, face shields, or masks should be worn by all personnel prior to any situation where splashes of blood or other body fluids into mucous membranes are likely to occur.
 - 3. Disposable impervious shoe covers should be used where there is blood contamination on floors.
 - 4. Disposable airway equipment or resuscitation bags used when performing CPR will be used once and disposed of in a red biohazard waste bag. Only CPR equipment with a one-way air valve, designed to isolate personnel from contact with the victim's blood and blood-contaminated saliva, respiratory secretions, and vomitus are to be used by correctional personnel.
 - b. Any person assigned to decontaminate an area or item, or dispose of biohazard waste, must be provided and wear the protective equipment required as necessary to clean the area. A staff member trained in the use of blood borne pathogens clean-up kits will provide continuous supervision of anyone in the area and instruction in the proper methods of clean up to ensure all safety precautions are afforded.
 - c. Personal protection equipment (PPE) kits/blood spill kits for blood borne pathogens protection are available to staff. They are located in the medical exam room. These sealed kits, at a minimum, contain an approved CPR mouthpiece, protective covers for clothing and shoes, biohazard disposal equipment, goggles, masks and gloves. Staff will follow the enclosed instructions when using the kits. Anyone utilizing the contents of the kit is responsible for ensuring that it is returned to the facility's medical staff so the kit can be replenished.

7. Housekeeping:
 - a. The Sheriff's Office makes available to all staff, approved clean-up kits. These kits contain gloves, clean up scoops, absorbent material, bio-hazard waste ties, and towelettes. These kits are in all areas along with the PPE kits. Staff should follow enclosed manufactures directions for use and disposal.
 - b. All contaminated items must be either disposed of properly, or decontaminated with a facility approved disinfectant. All surfaces should also be cleaned and disinfected.
 - c. Strict precautions should be exercised in the handling and management of infective waste. An approved bio-hazard waste destruction company manages the disposal of all bio-hazardous materials.
 - d. Used laundry shall be handled as little as possible with a minimum of agitation. All inmate workers and SCSO staff are provided with PPE (i.e. gloves, gowns/aprons).
 - e. After use by one inmate and before reissue to another, mattresses and pillows will be decontaminated with an approved solution. Between the time of use and decontamination, the mattress and pillow will be labeled as being contaminated.
8. The following are guidelines for the decontamination and/or disposal of some items, which may become contaminated. Disinfecting and sanitizing must be conducted according to the directions provided with the clean-up kits.
 - a. Large blood spills will be solidified using an approved absorbent material. Once solidified, the absorbent material will be scooped into a red bio-hazard bag. Decontaminate the spill area using the facility approved disinfectant. All cleanup items should be discarded in a bio-hazardous waste container.
 - b. Contaminated mattresses, pillows and other bedding or linens requiring disposal will be placed in a biohazard bag. If an item does not fit completely and securely inside a biohazard bag and item will be labeled as being bio hazardous waste.
 - c. Clothing: Contaminated SCSO uniforms will be removed and laundered.
 - d. Shoes and boots may be cleaned with an approved disinfectant to remove contamination.
 - e. Handcuffs, waist chains, leg-irons, and multi-cuff chains, which become contaminated, must be decontaminated with an approved disinfecting solution.
 - f. Broken glassware, which may be contaminated, shall not be picked up directly with the hands. It shall be cleaned up using mechanical means that are disposable or can be decontaminated.
9. Personal hygiene – after removal of gloves or if contamination of skin is suspected, appropriate hand/skin cleansing either with an approved hand sanitizer, or with vigorous 15 to 20 second soap and water wash should be completed.
10. Contaminated Evidence:
 - a. At no time will evidence, especially sharp items like a razor blade or knives, be attached to a report, or placed loose in an evidence bag.
11. Post Exposure and Evaluation Follow-up: Incidents involving an employee's exposure to blood-borne pathogens or infectious airborne organisms will be handled in the following manner:

- a. Medical consultation and treatment (if required) will be provided expeditiously to the employee.
 - b. An Exposure & Workplace Injury Incident Report will be completed before the end of the work shift and forwarded to Risk Management.
 - c. The Exposure & Workplace Injury Incident Report will include the following:
 - 1. Employee information.
 - 2. Date and time incident occurred.
 - 3. Nature of the incident
 - a. What potentially infectious materials were involved in the incident?
 - b. What type of material (blood, body fluid, etc.) was involved?
 - c. Location where the incident occurred.
 - d. Source of potentially infectious material.
 - e. What were the circumstances under which the incident occurred (i.e. what type of work was the employee performing)?
 - f. Explanation of how the incident was caused.
 - g. List of all PPE being used by the employee at the time the incident occurred.
 - h. Any additional pertinent information regarding the incident.
 - i. Date and time the Infection Control Coordinator was contacted.
 - j. Work status report if medical treatment was provided by a physician.
12. The following procedures will be taken for employee post exposure. State and Federal regulations regarding the confidentiality and privacy of the people involved will receive strict compliance.
- a. Routes of exposure and circumstances under which the incident occurred will be documented.
 - b. Identification of the source individual, unless not feasible or prohibited by law.
 - c. If possible testing of the source individual's blood to determine Hepatitis or HIV infectivity or other infectious blood-borne organisms as permitted by law. This information, if obtained, will be made available to the employee by the treating Workers' Compensation Physician or the Infection Control Coordinator. The employee, at that time, will be made aware of any applicable laws and regulations concerning disclosure of the identity and infectious status of the source individual.
 - d. Collection and testing of the blood of the exposed employee for Hepatitis and HIV status or other infectious blood-borne organisms as permitted by law.
13. To assist the health care professional in the evaluation of the employee, SCSO will provide the following documentation:
- a. Complete description of the injury or exposure incident.
 - b. Relevant medical records of injured or exposed employee.
 - c. Any other information pertinent to the incident.
14. The health care professional will provide the SCSO Worker's Compensation Managed Care Nurse with a report evaluating the employee's injury/exposure situation. The report will contain the following information.
- a. Whether Hepatitis vaccinations are indicated for the injured or exposed employee.

- b. Whether the injured or exposed employee has received the Hepatitis vaccinations.
 - c. Confirmation that the injured or exposed employee has been informed of the results of the evaluation.
 - d. Confirmation that the injured or exposed employee has been informed of any medical conditions resulting from the injury or exposure incident which require further evaluation or treatment.

- 15. Administrative Responsibilities: All supervisors will ensure that employees with a perceived or potential workplace injury or exposure receive appropriate, prompt and reasonable medical treatment/care as indicated by the known circumstances.
 - a. Supervisors will ensure all reporting requirements are accomplished by the employee, or if the employee is unable, by the immediate supervisor. At a minimum, these reporting requirements involve the completion of an incident report.
 - b. The telephone numbers and required forms are subject to change. Contact the Human Resources Officer with Suwannee County to obtain the current forms and procedure. Human Resources is located at 13180th Terrace Live Oak, Florida and the phone number is 386 330-2131.
 - c. Supervisors will be aware of the job positions in their command that have possible contact with human blood or other potentially infectious or hazardous materials. Supervisors will ensure that employees under their command, who report a perceived or potential exposure/injury, are cognizant of the dangers of blood-borne pathogens, infectious airborne organisms, and/or hazardous material exposure.
 - d. Supervisors will be responsible for exposure and workplace injury within their respective work areas. Supervisors will work directly with employees to ensure proper procedures are followed.
 - e. Supervisors are responsible for ensuring their organizational component supplies include a complete stock of all PPE replacement items, and that these items are readily available to employees.
 - f. Supervisors will ensure that all employees under their command, sworn and receive annual blood-borne pathogen training, including infectious airborne organism training. Additionally, all new, re-assigned or transferred employees will be trained in the control practices of their new workplace.

- 16. Employee Responsibility:
 - a. Employees will be aware of any tasks they might perform which could put them in contact with blood-borne pathogens, infectious airborne organisms, or hazardous materials.
 - b. Employees should be aware that the Exposure & Workplace Injury Control Plan exists and be familiar with its content and follow all exposure control practices as outlined in the plan.

- 17. Training Responsibilities: Training of all employees on exposure to blood-borne pathogens, infectious airborne organisms, and hazardous materials. Records of training will be maintained for three (3) years and will include the content or summary of the training session, names and qualifications of persons conducting the training, names and job titles of all persons attending.

18. In the event the Medical Department advises that there is a potentially contagious disease situation and an inmate housing unit as to be “movement restricted” to prevent further exposure, the following will be in effect:

It will be the responsibility of all supervisors to ensure all information is disseminated to staff and persons who enter a correctional facility that is under a medical advisory.

- a. This information will be passed on to all line staff, contractors, vendors, facility maintenance personnel and the public who has access to the affected areas.
 - b. The housing unit that has been “movement restricted” must have a posted sign stating the area is under restriction, outside the unit.
 - c. It will be the responsibility of each division commander to ensure signage has been posted to alert unknowing individuals of the situation.
 - d. This will remain in effect until medical has lifted the “movement restriction”.
19. Pandemic Influenza: In the event a Pandemic Influenza threat or outbreak is realized, and based on the expected severity of the outbreak, with the increased threat of transmission, Suwannee County Sheriff’s Office will work in conjunction with the contracted medical provider, the local Department of Health (DOH)/Emergency Operations Center (EOC), and the National Center for Disease Control (CDC). The goal of combined efforts is to minimize facility disruption, maintain security, and minimize the threat of the spread of illnesses and death among the inmate population and employees, utilizing a vaccination program, containment, and strict management. Suwannee County Health Department will assume this custody’s role of incident command at the county Operations Center. Their role will be lead and advise in the management of such an event.

G. INDEXING:

Blood Borne Pathogens
Exposure Control

APPROVED:

**SAM ST. JOHN
SHERIFF, SUWANNEE COUNTY**

**SUWANNEE COUNTY SHERIFF'S OFFICE
GENERAL ORDER**

TITLE:	Harassment in the Workplace
GENERAL ORDER:	4.01
EFFECTIVE:	July 1, 2010
RESCINDS:	All Previous
REVIEWED:	March 10, 2016, January 1, 2017
PAGES:	3

- A. **PURPOSE:** To affirm the Sheriff's commitment to provide a working environment that is hospitable, cooperative, and not coercive.
- B. **SCOPE:** This order applies to all Sheriff's Office members.
- C. **POLICY:** It is the policy of the Suwannee County Sheriff's Office to provide a business-like work environment, free from all forms of employee discrimination, including incidents of unlawful harassment/sexual harassment. No employee shall be subjected to unsolicited harassment or unwelcome sexual overtures or conduct, either verbal or physical. Harassment will be treated as misconduct with appropriate disciplinary sanctions.
- D. **DEFINITIONS:**

Employee - Any and all persons employed by the Suwannee County Sheriff's Office.

Sexual Harassment - The deliberate or repeated behavior of a sexual nature by one employee to another that is unwelcome, unasked for, or rebuked, by the other employee. The behavior can be verbal, non-verbal, or physical by nature.

1. Examples include, but are not limited to, the following:
 - a. Sexual comments of a provocative or suggestive nature.
 - b. Jokes or innuendos intended for and directed to another employee.
 - c. Suggestive or demeaning looks or leering.
 - d. Creating an intimidating, hostile, or offensive working environment.
 - e. Making acceptance of unwelcome sexual conduct or advances or request for sexual favors of any nature a condition of employment, continued employment, promotion, or assignment.

Unlawful Harassment - Unlawful harassment is conduct that has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

1. Other unlawful harassment comes in many forms. The following are by no means to be considered as a comprehensive list of behaviors which are a violation of this policy:
 - a. Telling racial, ethnic, national origin or religious jokes.
 - b. Making slurs based on race, religion, national origin or ethnic background to or about others.
 - c. Posting or displaying cartoons, script or pictures of a racial, ethnic, national origin or religious nature on bulletin boards, chalkboards, walls, locker rooms, computer screens or vehicles, or failing to remove such items.
 - d. A supervisor denying or giving an employee, based on racial, ethnic, national origin or religious considerations, an atypical amount of preferential or non-preferential job assignments or favorable or non-favorable work considerations when no documented job performance differences exist to justify the discriminatory behavior.
2. If you are unsure if your behavior could be categorized as unlawful harassment, remember that the generally accepted legal interpretation is that if in the view of the recipient the behavior is offensive and unwelcome, it will be considered unlawful harassment.

E. PROCEDURE:

REPORTING SYSTEM

1. An employee who believes he or she is being harassed shall contact the Sheriff or his designee.
2. In ALL cases of a supervising officer receiving a complaint, a report will be prepared in writing and forwarded to the Sheriff or his designee.
3. Allegations of unwelcome harassment shall be reported by the employee as soon as practical.
4. Until the complaint is found to be valid, the identities of all involved shall be kept confidential.

COMMAND AND SUPERVISORY PERSONNEL

1. Command and supervisory personnel notified of a complaint shall:
 - a. Be responsible for reporting instances of harassment in writing to their next higher commander or supervisor.
 - b. Be responsible for initiating immediate disciplinary action if the situation warrants same.
 - c. Take immediate action to limit the affected employees from any further work contact.
 - d. Action taken in each case must be based on the circumstances of the particular case, but must be such to assure that the situation does not recur between the affected employees.

F. INDEXING:

Sexual Harassment
Unlawful Harassment

APPROVED:

**SAM ST. JOHN
SHERIFF, SUWANNEE COUNTY**

**SUWANNEE COUNTY SHERIFF'S OFFICE
GENERAL ORDER**

TITLE:	Disciplinary Procedures
GENERAL ORDER:	4.02
EFFECTIVE:	July 1, 2010
RESCINDS:	All Previous
REVIEWED:	March 10, 2016, January 1, 2017
PAGES:	5

- A. **PURPOSE:** The purpose of this order is to establish disciplinary procedures for the personnel of the Suwannee County Sheriff's Office.
- B. **SCOPE:** This order applies to all Sheriff's Office members.
- C. **POLICY:** The specific sanction(s) imposed will depend upon the nature and /or severity of the violation or deviation and any other information that may be considered relevant.
- D. **PROCEDURE:**

TYPES OF DISCIPLINARY ACTIONS

1. General Counseling
2. Written Reprimand
3. Suspension with Pay
4. Suspension without Pay
5. Reduction in Pay
6. Demotion
7. Discharge/Termination

MEMBERS AND EMPLOYEES ARE HEREBY ADVISED THAT VIOLATION OF OR DEVIATION FROM THE RULES AND REGULATIONS SET FORTH IN THIS SECTION AND MANUAL SHALL RESULT IN DISCIPLINARY ACTION. SAID DISCIPLINARY ACTION MAY RESULT IN THE IMPOSITION OF ANY OR ALL THE ABOVE SANCTIONS. THESE DISCIPLINARY ACTIONS APPLY TO ALL SECTIONS OF THIS MANUAL.

AUTHORITY TO RELIEVE MEMBERS FROM DUTY

1. The Sheriff may relieve any member of duty and place them on administrative leave, with or without pay. Written notice will be provided to the member as soon as possible.
2. An immediate supervisor may relieve a member of official duties and place the member on administrative leave with pay under the following circumstances:
 - a. Following insubordinate or other improper conduct, which adversely affects the operation of the Sheriff's Office; or
 - b. When an allegation of misconduct is raised and it is in the best interest of the agency and/or public; or
 - c. When a member's normal faculties are apparently impaired.
3. A supervisor who relieves a member of duty will notify the Sheriff of this action through the chain of command as soon as possible.
4. Members relieved of official duties may be:
 - a. Placed on administrative assignment; or
 - b. Placed on administrative leave with pay and told to report by phone at certain times each day for possible assignment or interviews; or
 - c. Placed on administrative leave without pay.
5. Members placed on administrative assignment will surrender their assigned vehicle, but will receive full pay and benefits and not lose any vested rights.
6. Members placed on administrative leave with pay may be required to surrender their firearm, agency credentials, keys, Sheriff's Office vehicle and/or other agency property. The supervisor will make this decision based on the best interests of the agency or the involved member.
7. Members placed on administrative leave without pay will surrender their badge, weapon, commission card and Sheriff's Office vehicle.
8. All other disciplinary actions shall be by order of the Sheriff.

COMPLAINT RECEIPT AND DOCUMENTATION

1. Complaints of misconduct are defined as an accusation or charge accusing a member of the Sheriff's Office of violating a policy, procedure, rule or regulation. This **DOES NOT INCLUDE** citizen complaints that result from a complainant's misunderstanding or disagreement with the application of law or Sheriff's Office policies or procedures.
2. Members of the public requesting to file a complaint will be given a Citizen's Complaint Form by the supervisor or division director on duty.
3. The Sheriff's Office will investigate all complaints of misconduct by its members.
4. All members of the Sheriff's Office will forward citizen complaints of misconduct to the accused member's supervisor, the on duty supervisor, or the accused employee's division director.
5. Citizen complaints are often the result of a misunderstanding of law or procedure. Every effort should be made to understand the complainant's concern and provide information to clarify the complainant's understanding of the law or procedure in question. If resolved to the complainant's satisfaction, these instances do not require written documentation.
6. Complaints of misconduct may be initiated by a member's supervisor. Complaints initiated by other members will be documented on an Incident Report Form and forwarded through the chain of command to the accused member's supervisor or to the accused employee's division director.

PRELIMINARY INVESTIGATIONS

1. Complaints of misconduct that are less serious in nature will generally be investigated at the squad level.
2. Supervisors who receive complaints about a member may speak to the member about the complaint and give the member the complainant's name and basis for complaint. Supervisors should not interview the member in detail, but should conduct an initial inquiry that may include an Incident Report from the member concerning the incident.
3. If the initial inquiry reveals that the complaint is unfounded, unsubstantiated, exonerated or exonerated due to lack of policy, the supervisor will document their recommendation on the incident report with all documentation attached, and forward the finding to division director.
4. If the initial inquiry reveals that the allegation may result in corrective or disciplinary action, the supervisor will complete the incident report, complete the investigation and attach all documentation with a recommendation, and forward it to the division director for review.

INVESTIGATIVE CONCLUSIONS

1. If general counseling or a reprimand is the recommended action, the supervisor will forward all documentation to the division director. If the division director concurs, the appropriate document will be issued to the member and the member's personnel file will be forwarded to the Personnel Section for filing.
2. The member will be asked to sign the appropriate document to acknowledge receipt. The original will be filed in the member's personnel file and a copy will be given to the member.

DIVISION DIRECTOR'S FINDINGS AND DISPOSITION

1. If it is determined that the allegation is unfounded, unsubstantiated, exonerated, or exonerated due to policy failure, the member will be notified in writing.
2. If the division director determines that disciplinary action will be taken, the Sheriff will be notified.
3. The division director will prepare and sign the letter of final determination, which will be signed by the Sheriff or his designee. A letter of dismissal shall be signed by the Sheriff or his designee. A notification of dismissal will contain a statement stating (A) the reason for the dismissal, (B) an effective date of the dismissal, and (C) a statement related to the member's right to submit information to their personnel file to refute or explain the reasons for the dismissal.
4. The Personnel Section will mail a letter informing the former member of his or her fringe and retirement benefits after dismissal. A copy will be placed in the former member's personnel file.
5. All documentation and completed case files, including letters of final determination, will be forwarded to the Personnel Section for final processing and filing.

APPEALING DISCIPLINARY ACTIONS

1. A member, who is dissatisfied with a decision concerning disciplinary matters, has the right of a final appeal directly to the Sheriff. The member must submit a written appeal request to the Sheriff, detailing the reason for the appeal, within five (5) working days after receiving the response from the division director.

FINAL AUTHORITY

1. The Sheriff shall respond within ten (10) workdays, outlining his decision on the appeal. The decision of the Sheriff is binding and final.

MEMBERS CHARGED OR BEING INVESTIGATED FOR ANY CRIMINAL OFFENSE

1. Any person who is charged, arrested, or under investigation by the commission for a criminal offense may be suspended or discharged. The action to be taken will be determined by the Sheriff and the decision will be based on the seriousness of the offense charged.
2. Any person convicted of a criminal offense will be disciplined according to the severity of the offense.
3. Any person who is convicted of any serious criminal offense will be discharged.

E. INDEXING:

Appealing Disciplinary Actions
Complaint Receipt and Documentation
Disciplinary Procedures
Misconduct Investigations

APPROVED:

**SAM ST. JOHN
SHERIFF, SUWANNEE COUNTY**

**SUWANNEE COUNTY SHERIFF'S OFFICE
GENERAL ORDER**

TITLE:	Conduct On Duty
GENERAL ORDER:	4.03
EFFECTIVE:	October 1, 2010
RESCINDS:	All Previous
REVIEWED:	March 10, 2016
PAGES:	7

- A. **PURPOSE:** The purpose of the chapter is to set forth a code of conduct for Agency personnel. The code represents the philosophy of the Agency and the intended attitude of members and employees.
- B. **SCOPE:** This order applies to all Sheriff's Office members.
- C. **POLICY:** Since the conduct of a member of the Suwannee County Sheriff's Office on duty may reflect directly upon the Office, each member must conduct himself or herself in a manner which does not bring discredit to themselves or the Sheriff's Office.
- D. **PROCEDURE:**

PROHIBITED ACTIVITY ON DUTY

1. Members and employees are prohibited from engaging in the following activities while on duty unless exceptions are noted:
 - a. Sleeping, loafing, idling, or gathering in doorways, aisles, or other thoroughfares, and will not impede the progress of staff members or other persons walking about the office.
 - b. Recreational reading or activities, not in furtherance of official duty or conducting any private business.
 - c. Carrying any article that distracts from the proper performance of law enforcement duties.
 - d. Drinking intoxicating beverages. (Except in the performance of law enforcement duties, and then, only with the specific consent or instruction of a commanding officer to further law enforcement purpose, and never in uniform anywhere or anytime).
 - e. Gambling. (Unless to further a law enforcement purpose.)
 - f. Members and employees are not allowed to date, court, or have any type of intimate or non-professional relationship while on duty.

NATIONAL COLORS AND ANTHEM

Uniformed members will render full military honors to the national colors and anthem at appropriate times. Members and employees not in uniform will render the appropriate civilian honors to the colors and national anthem at appropriate times.

RELIEF

All members and employees are to remain at their assignment and on duty until properly relieved by another member or employee or until dismissed by competent authority.

MEALS

Members may, subject to current workload, suspend duty for a meal period on one occasion during any one tour of duty. Meal periods shall be taken within the assigned duty area of the member, unless otherwise approved by his/her supervisor.

REPORTING

Members and employees shall promptly submit such reports as are required in the performance of their duties or by competent authority by the end of their shift.

ABSENCE FROM DUTY

Any member or employee who fails to report for his assigned duties, and who is not on authorized leave, for a period of three (3) days, shall be considered to have abandoned his position and will be terminated from the Agency. An employee's failure to report for scheduled duty **on time** shall be construed as unauthorized leave and may subject the employee to disciplinary action.

PHYSICAL FITNESS FOR DUTY

All members of the Agency shall maintain good physical condition.

INTOXICANTS

1. Members and employees shall not consume intoxicants while off duty to the extent that evidence of such consumption is apparent when reporting for duty, or to the extent that ability to perform duty is impaired.
2. Members and employees shall not, at any time, be intoxicated while on duty or while in an on-call status. They shall not at any time, on or off duty, be intoxicated in public view.
3. Members and employees shall not bring into or keep any intoxicating substances on Agency premises, except when necessary in the performance of a law enforcement task. Such substances brought onto Agency premises in the furtherance of a law enforcement task shall be properly identified and stored according to current policy.

PRESENCE AT UNAUTHORIZED PLACES

No member shall be present in any establishment or other place in or near his zone while on duty, except for a legitimate law enforcement purpose. Possession of keys to any premises not belonging to the member in or near his zone, without the authorization of the Sheriff, shall be prima facie evidence of a violation of this subsection.

ADDRESS AND TELEPHONE NUMBERS

Members and employees shall record their correct residence address and telephone number with the Sheriff. Members and employees are required to have telephones in the place where they reside. Change in telephone number shall be reported to the Sheriff within 24 hours of the change. Address changes shall be reported within 48 hours. This shall be done in writing and within the specified time, whether the member or employee is working or on leave.

STRIKE - WORK SPEED UP PROHIBITED

1. Members and employees shall not strike or participate in any form of work speed up.
 - a. Strike shall mean - The concerted failure of employees to report for duty; the concerted absence from their positions; the concerted stoppage of work by employees; the concerted submission of resignations by employees; the concerted abstinence, in whole or in part, by any group of employees from the full and faithful performance of the duties of employment with a public employer for the purpose of inducing, influencing, condoning, or coercing a change in the terms and conditions of employment of the rights, privileges, or obligations of public employment, or participating in a deliberate and concerted course of conduct which adversely affects the services of the public expiration of a collective bargaining agreement; and picketing in furtherance of a work stoppage.
 - b. Work speed up shall mean - The concerted acceleration or emphasis of a particular aspect of law enforcement work by employees, especially relating to arrests, ticket issuance, towing vehicles, etc., with intent to induce, influence or coerce a change in the conditions, compensations, rights, privileges, or obligations of employment.

IMPARTIAL ATTITUDE

All members shall remain completely impartial toward all persons coming to the attention of the Agency, and shall avoid the use of derogatory language, or the use of terms or mannerisms that may be considered down-grading by the public.

CARING FOR LOST, HELPLESS, INJURED OR ILL PERSONS

Members shall always be alert to assist lost, helpless, injured, or ill persons.

AVAILABILITY WHEN ON DUTY

Members on duty shall not conceal themselves except for some law enforcement purpose. They shall be immediately and readily available to the public during duty hours.

RESPONDING TO CALLS

Members of the Agency shall respond without delay to all calls for law enforcement assistance from citizens or other members. Emergency calls take precedence; however, all calls shall be answered as soon as possible consistent with normal safety precautions and vehicle traffic laws. Except under the most extraordinary circumstances, or when otherwise directed by competent authority, no member shall fail to answer any land wire or radio call directed to him. The communications center shall be informed by a member when leaving the air and when returning to a duty station.

COMPENSATION FOR DAMAGE SUSTAINED ON DUTY

Members and employees shall not seek in any way, nor accept from any source, money or other compensation for damages sustained or expenses incurred by them in the line of duty without first notifying the Sheriff in writing.

USE OF CONTROLLED SUBSTANCES

Habitual, abusive, or unlawful use of controlled substances is prohibited. Controlled substances shall not be kept on Agency premises or in Agency vehicles unless such substances are authorized by a doctor or are in a legitimate law enforcement purpose.

DUTY RESPONSIBILITIES

1. Never argue with others. All people will be treated impartially, regardless of race, religion, creed, sex, ethnic background, or nature of crime.
2. Members will be friendly and professional, and will be firm and uncompromising at all times regarding the law.
3. It is the job of each member to treat others in a humane, considerate fashion, with intelligent use of discipline to maintain the safety and security of the citizens and Agency staff.
4. Members shall, at all times, respond to the lawful orders of superior officers, as well as calls for law enforcement assistance from citizens. The administration's delegation of the enforcement of certain laws and ordinances to particular units of the Agency does not relieve members of other units from the responsibility of taking prompt, effective law enforcement action within the scope of those laws and ordinances when the occasion to do so requires. Members assigned to special duties are not relieved from taking proper action outside the scope of their specialized assignment when necessary. All members and employees shall perform their duties as required or directed by law, Agency rule, policy or order, or by order of a superior officer.

5. Members or employees shall not gossip with any other person, on or off duty, about Agency policies, operations, or personnel. No member or employee shall start, repeat or spread a rumor concerning Agency policy, operations, personnel or any activity of the Agency. Any member or employee, who gains knowledge of a rumor, or suspected rumor, shall immediately report that information and the source to the Sheriff or the Chief Deputy.

INSUBORDINATION

Any member or employee who deliberately refuses or fails to obey any lawful order given by a superior officer or who engages in mutinous conduct such as showing gross and direct disrespect to a superior officer shall be guilty of insubordination and in violation of this regulation.

CONDUCT TOWARD SUPERIOR AND SUBORDINATE OFFICERS

Members and employees shall treat superior officers, subordinates and associates with respect. They shall be courteous and civil at all times in their relationships with one another. When in the presence of other members, employees, or the public, officers shall be referred to by rank.

QUESTIONS REGARDING ASSIGNMENTS

Members and employees in doubt as to the nature or detail of their assignment shall seek such information from their supervisors by going through the chain-of-command.

KNOWLEDGE OF LAWS AND REGULATIONS

Every member and employee is required to establish and maintain a working knowledge of laws and ordinances in force to the County, the rules and policies of the Agency and the orders of the Agency and divisions thereof. In the event of improper action or breach of discipline, it will be presumed that the member was familiar with the law, rule, or policy in question.

MANNER OF ISSUING ORDERS

Orders from superiors to subordinates shall be in clear, understandable language, civil in tone and issued in pursuit of Agency business.

OBEDIENCE TO UNLAWFUL ORDERS

1. No member or employee is required to obey any order that is contrary to Federal or State law or local ordinance. Responsibility for refusal to obey rests with the member.
2. Members and employees are reminded that the Sheriff may impose regulations in reference to the conduct of official duties that are more restrictive than laws, while not in conflict with such laws.

OBEDIENCE TO UNJUST OR IMPROPER ORDERS

Members or employees who are given orders that they feel to be unjust or contrary to rules and regulations must first obey the order to the best of their ability and then may proceed to appeal as provided. The exception would be an unlawful order.

CONFLICTING ORDERS

1. Upon receipt of an order conflicting with any previous order or instruction, the member or employee affected will advise the person issuing the second order of this fact.
2. Responsibility for countermanding the original order or instruction then rests with the individual issuing the second order. Orders will be countermanded conflicting order will be issued only when reasonably necessary for the good of the Agency.

REPORTS AND APPEAL - UNLAWFUL, UNJUST, IMPROPER ORDERS

A member or employee receiving an unlawful, unjust or improper order shall, at first opportunity, report in writing to the Sheriff, through official channels. This report shall contain the facts of the incident and the action taken. Appeals for relief from such orders may be made at the same time. Action regarding such an appeal shall be conducted through the Office of the Sheriff.

SOLICITATION AND/OR ACCEPTANCE OF GIFTS, GRATUITIES, FEES/LOANS

Members and employees shall not solicit and/or accept any gift, gratuity, loan, fee, or other thing of value when such acceptance tends to modify directly or indirectly the actions of said member or employee, or any other member or employee in any matter of law enforcement business or which might tend to cast an adverse reflection on the Agency. No member or employee can be required to give any gift or gratuity to other members or employees senior in rank to him within the Agency.

OTHER TRANSACTIONS

Members and employees are prohibited from buying or selling anything of value from or to any suspect, defendant, prisoner, or other person involved in any case which has come to their attention or which arose out of their Agency employment except as may be specifically authorized by the Sheriff.

SUBSTANDARD PERFORMANCE

Employees shall maintain sufficient competency to properly perform their duties and assume the responsibilities of their position. Employees shall perform their duties in such a manner as to maintain satisfactory standards of efficiency and effectiveness. Unsatisfactory performance may be demonstrated by a lack of knowledge of the application of laws required to be enforced; an unwillingness or inability to perform assigned tasks; the failure to conform to work standards established for employee's grade or position; or sworn employee's failure to take appropriate action on the occasion of a crime, disorder, or other condition deserving attention.

RESIGNATION DURING INTERNAL INVESTIGATION

Any employee or member who resigns after notification that he is the subject of an internal investigation and before final Agency action will be deemed to have resigned under charges and will not be eligible for rehire with the Agency.

E. INDEXING:

Conduct on Duty

APPROVED:

**SAM ST. JOHN
SHERIFF, SUWANNEE COUNTY**

**SUWANNEE COUNTY SHERIFF'S OFFICE
GENERAL ORDER**

TITLE:	Conduct Off Duty
GENERAL ORDER:	4.04
EFFECTIVE:	October 1, 2010
RESCINDS:	All Previous
REVIEWED:	March 10, 2016, January 1, 2017
PAGES:	4

- A. **PURPOSE:** The purpose of this order is to set forth a code of conduct for Sheriff's Office personnel. The code represents the philosophy of the Sheriff's Office and the intended attitude of members and employees.
- B. **SCOPE:** This order applies to all Sheriff's Office members.
- C. **POLICY:** Since the off duty conduct of a member of the Suwannee County Sheriff's Office may reflect directly upon the Sheriff's Office, each member must conduct himself or herself in a manner which does not bring discredit to himself or herself or the Sheriff's Office.
- D. **PROCEDURE:**

STANDARDS OF CONDUCT OFF DUTY

Members and employees personal lives are expected to reflect positively on the reputation of this Agency. All members must comply with all agency directives and General Orders. Members and employees shall not engage in any conduct which constitutes neglect of reputation, conduct unbecoming an Officer or employee of this Agency, or any act which is likely to adversely affect the discipline, good order, or reputation of this Agency.

ASSISTANCE OFF DUTY

All sworn officers are required to take appropriate law enforcement action to aid a fellow peace officer exposed to danger or in a situation where danger might be impending.

CODE OF CONDUCT OFF DUTY

1. All employees, sworn and non-sworn, are expected to maintain a confident decisive attitude, but never be afraid to seek assistance if a problem arises that is, or appears to be, beyond your ability to handle.
2. All employees, sworn and non-sworn, are expected to maintain self-control and self-discipline at all times.
3. Never argue with others.

4. All people will be treated impartially by every member of this Agency, regardless of race, religion, creed, sex, or ethnic background.
5. Members will be friendly with the general public.
6. It is the job of each member of this Agency to treat others in a humane, considerate fashion, with intelligent use of discipline to maintain the safety and security of citizens and Agency staff.
7. Any member who engages in mutinous conduct off duty, such as showing gross and direct disrespect to another officer, another member of this Agency or to any citizens shall be in severe violation of this regulation.

CONFIDENTIALITY

Any member or employee who engages in discussion with the general public of matters confidential to this Agency, or to members and employees of this Agency shall be held in violation of this regulation.

CRITICISM, GOSSIP, RUMOR

1. Members and employees shall not publicly criticize or ridicule the Agency or members of the Agency, Agency policies or other members or employees by talking, writing, or expressing in any other manner, where such talking, writing, or other expressions can be defamatory, obscene, or unlawful.
2. Members shall treat all co-workers with respect on or off duty. They shall be courteous and civil at all times in their relationships with one another.
3. Members or employees shall not gossip with any other person, on or off duty, about Agency policies, operations, or personnel. No member or employee shall start, repeat or spread a rumor concerning Agency policy, operations, personnel or any activity of the Agency. Any member or employee, who gains knowledge of a rumor, or suspected rumor, shall immediately report that information and the source to the Sheriff or Chief Deputy via chain of command.

OBEDIENCE TO LAWS AND REGULATIONS

Members and employees shall observe and obey Federal and State laws, local ordinances, rules, regulations and orders of the Agency whether on or off duty.

REPORTING VIOLATIONS OF LAWS, ORDINANCES, RULES, AND ORDERS

Members and employees knowing of other members or employees violating laws, ordinances, or rules of the Agency, or disobeying orders, shall report same in writing to the Sheriff through official channels, unless otherwise directed by a superior officer.

SOLICITATION AND/OR ACCEPTANCE OF GIFTS, GRATUITIES, FEES/LOANS

Members and employees shall not solicit and/or accept any gift, gratuity, loan, fee, or other thing of value when such acceptance tends to modify directly or indirectly the actions of said member or employee, or any other member or employee in any matter of law enforcement business or which might tend to cast an adverse reflection on the Agency. No member or employee can be required to give any gift or gratuity to other members or employees senior in rank to him within the Agency.

GIFTS FROM CERTAIN CLASSES OF CITIZENS

Members and employees of the Agency shall not accept, under any circumstances, directly or indirectly, any gift, present, or gratuity from any person, firm, group of persons, or relatives, friends, or employees of such persons, who may be engaged in, or in any way interested in, the operation of a tavern, saloon, or any establishment, primarily engaged in the sale of alcoholic beverages; or from any gambler, or criminal, or person of bad character of ill repute; or any professional bondsman.

OTHER TRANSACTIONS

Members and employees are prohibited from buying or selling anything from or to suspects, defendants, prisoners, or others involved in any case which has come to their attention, or which arose out of their employment while on or off duty, unless specifically authorized by the Sheriff. Members and employees shall not accept any gift, gratuity, or reward in money or other consideration for services rendered in the line of duty to the community or to any person, business or agency except lawful salary and that which may be authorized by law.

ASSOCIATING WITH CRIMINALS AND UNSAVORY CHARACTERS PROHIBITED

Members and employees shall not associate with persons of unsavory character, of bad reputation, prisoner, criminal, or known associate of such except as required as a matter of law enforcement duty. Exceptions to this standard shall be requested in writing to the Sheriff.

CODE OF ACTIONS AND DRESS OFF DUTY

All of us have a responsibility, as professional recognizable law enforcement personnel, to act and dress in a manner to reflect favorably on the Agency, both in and out of uniform. Employees are expected to conduct themselves in an appropriate manner, displaying high morals and example to the citizens of Suwannee County at all times. Members and employees shall not at any time consume intoxicants while off duty to the extent that evidence of such consumption is apparent when reporting for duty. Members shall not, at any time, be intoxicated in public view.

The choice or determination of what constitutes "proper" civilian clothing remains primarily with each employee. However, to provide guidelines, unacceptable appearance and items of clothing NOT to be worn inside the Sheriff's Administration Building, Courthouse, Jail, etc. on or off duty are:

1. Tank tops or cut offs.
2. Swim wear.
3. Unusual hats or head gear.
4. Feet will be covered (Sandals or moccasins are acceptable).
5. T-shirts with obscene, offensive, or suggestive monograms.
6. Soiled clothing easily recognizable as such.

E. INDEXING:

Conduct Off Duty

APPROVED:

SAM ST. JOHN
SHERIFF, SUWANNEE COUNTY

**SUWANNEE COUNTY SHERIFF'S OFFICE
GENERAL ORDER**

TITLE:	Award System
GENERAL ORDER:	4.05
EFFECTIVE:	1 July 2004
RESCINDS:	All Previous
REVIEWED:	9 May 2012, 15 February 2013, 4 March 2014, 30 July 2015, 10 March 2016
PAGES:	4

A. PURPOSE:

To publicly recognize outstanding performance of agency members, citizens, and organizations that provide exceptional service to the Suwannee County Sheriff's Office.

B. SCOPE:

This order applies to all Sheriff's Office members.

C. POLICY:

To recognize and award members who have displayed heroism, meritorious service, and excellence in the performance of duty.

D. PROCEDURE:

NOMINATIONS

A. Supervisors are encouraged to bring to the attention of the Sheriff those persons who deserve recognition. Care should be taken to include all equally deserving individuals.

B. Any member may submit nominations, including a potential recipient.

1. Members who believe they qualify for the Safe Driver Award may apply, through the chain of command, to their division director. The division director will determine if the member is eligible.
2. Nominations for all other awards should contain a summary of the facts of the incident or conduct and signed statements from witnesses, if applicable. Nominations will be forwarded directly to the Sheriff. Chain of Command approval is not required to submit a nomination. After reviewing the nomination, the Sheriff will:
 - a. Approve the nomination and take immediate steps to present the appropriate award;
 - b. Reject the nomination.

FINAL DETERMINATION

The Sheriff will make the final determination on all awards. A copy of the formal written citation will be forwarded to the Personnel Section for filing in the recipient member's file after the presentation of the award.

PRESENTATION

The Sheriff will determine the date, time, and location of all award ceremonies.

A. Uniform members will wear authorized citation bars over the right breast, above the nameplate.

SPECIAL AWARDS

The Sheriff may authorize awards, honors, or recognition as deemed appropriate. He may also place the name of award recipients in nomination for other local, state, national, or international awards.

AWARDS IN ORDER OF PRECEDENCE

MEDAL OF HONOR: The highest honor in the agency awarded a law enforcement deputy or correction deputy, who distinguishes himself/herself by a voluntary and conspicuous act of gallantry and/or extraordinary heroism. The act must be more than normal duty demands and be of such a nature that the individual was fully aware of the imminent threat to his/her personal safety and acted above and beyond the call of duty at the risk of his/her own life.

SHERIFF'S CROSS: A posthumous award to the law enforcement deputy or correction deputy who lost his or her life in the performance of duty under honorable circumstances. The Sheriff's Cross may be awarded in addition to any other award for which the deputy may be entitled for making the supreme sacrifice. The award includes a medal presented to the next of kin.

MEDAL OF VALOR: Awarded to a law enforcement deputy or correction deputy for exceptional bravery at imminent risk of serious bodily injury, or for exceptional courage for performing a voluntary act in an extremely dangerous situation.

COURAGE: Awarded to a law enforcement deputy or correction deputy for outstanding performance involving great risk to his or her personal safety while performing their duties.

LIFE SAVING AWARD: Awarded to a member of the Sheriff's Office, who by an intelligent and or brave act, saves the life of another. The award may also be earned when actions taken by the member prolonged a human life to the extent that the victim was released to the care of medical personnel. The award may be given even if the victim expired because of his or her injuries. The award may be in addition to any higher award to which the recipient may be entitled.

PURPLE HEART: Awarded to a law enforcement deputy or correction deputy who is seriously injured in the line of duty due to an assault by a criminal, fire, explosion, or other hazard encountered in the direct line of duty. Injuries sustained from falls, motor vehicle accidents, and other similar accidental means will not be considered, unless evidence clearly indicates that the member received the injury while attempting to effect an arrest or rescue, and that the member observed all reasonable safety precautions. The injury must not be the result of improper conduct. The award may be presented in addition to any higher award to which the recipient may be entitled.

LAW ENFORCEMENT DEPUTY OF THE YEAR: The law enforcement deputy recognized as the most outstanding among peers in performance of duty throughout the year. Recipients must demonstrate a high degree of professionalism, dedication to duty, and high moral character. Recipients of other awards for outstanding performance of duty may be considered, but the primary consideration for this award will be the **consistent** nature of the deputy's outstanding performance.

CORRECTION DEPUTY OF THE YEAR: The correction deputy recognized as the most outstanding among peers in performance of duty throughout the year. Recipient must demonstrate a high degree of professionalism, dedication to duty, and high moral character. Recipients of other awards for outstanding performance of duty may be considered, but the primary consideration for this award will be the **consistent** nature of the deputy's outstanding performance.

CIVILIAN MEMBER OF THE YEAR: The civilian member recognized as the most outstanding among peers in performance of duty throughout the year. Recipient must demonstrate a high degree of professionalism, dedication to duty, and high moral character. The primary consideration for this award will be the **consistent** nature of the civilian member's outstanding performance.

CITIZEN SERVICE AWARD: Special recognition of a private citizen or organization that has provided exceptional voluntary service to the agency during the previous year.

RETIREMENT AWARD: An appropriate plaque or symbolic gift commemorating the honorable service of a member who has met longevity requirements for retirement or, at least at the discretion of the Sheriff, has been retired medically under certain conditions. Plaques, gifts, and service weapon may be presented.

CIVIC AWARDS

Civic awards are the recognition of a Sheriff's Office member by a private or civic organization. The Sheriff will have the option of approving or disapproving requests of organizations wishing to present an award on behalf of their organization.

E. INDEXING:

AWARD SYSTEM
AWARDS AND RECOGNITION PROGRAM
COMMENDATIONS

APPROVED:

**SAM ST. JOHN
SHERIFF, SUWANNEE COUNTY**

**SUWANNEE COUNTY SHERIFF'S OFFICE
GENERAL ORDER**

TITLE:	Telephones
GENERAL ORDER:	5.01
EFFECTIVE:	July 1, 2009
RESCINDS:	All Previous
REVIEWED:	March 10, 2016
PAGES:	4

A. PURPOSE:

To establish guidelines for the use of agency telephones and cellular phones issued to employees.

B. SCOPE:

This order applies to all Sheriff's Office members.

C. POLICY:

Members will use agency telephones and equipment for official duties, and in a professional and courteous manner. Limited personal use of agency telephones is authorized.

D. PROCEDURE:

AGENCY TELEPHONES

1. Members will follow proper etiquette when answering agency telephones. Limited personal calls are permitted; however, any long distance personal calls placed outside Suwannee County must be made "collect". Personal calls must not interfere with the member's duties.

CELLULAR TELEPHONES

1. There is no known federal, state or local law governing issue or use of cellular telephones by the Sheriff's Office. Until superseded, in whole or in part by higher legal authority, this policy represents the governing authority for cellular telephone use within the agency. Chapter 119, Florida Statutes sets forth public records requirements concerning telephone bills.
2. The Sheriff's Office recognizes the importance of cellular telephones as a tool in conducting law enforcement business with residents, visitors, businesses and governmental agencies located within and outside Suwannee County. Their mobility, ease of use, reliability and low cost make them indispensable, time saving law enforcement tools.

USE OF CELLULAR TELEPHONES

1. Cellular telephones are used as a supplement to existing communication systems and are not used to circumvent the Sheriff's Office radio system.
2. Cellular telephone users should not ask the Telecommunications Section to patch telephone calls from field personnel, or make calls for field personnel, except in emergency situations or when technical failures make it necessary. In addition, users should not use cellular telephones for local calls if a land line telephone is readily accessible.
3. Cellular telephones incur costs on both outgoing and incoming calls. Telephone to telephone communications between employees should be held to levels which are operationally necessary to avoid paying twice for the same call.
4. Users are accountable for both incoming and outgoing calls. With limited exceptions, cellular telephone bills are open to public records inspection.
5. Cellular telephones are for the express use of the employee to whom it has been issued (and who is accountable for its use).
6. Users should refrain from programming sensitive telephone numbers, including employee home numbers, into their telephones to prevent misuse of the numbers if the phone is lost or stolen.

CALLING PLANS

1. The Sheriff's Office purchases cellular telephone services by subscribing to calling plans offered by selected vendors. Calling plans vary widely by vendor, and are subject to a term length, after which the Sheriff's Office may renegotiate calling plans. Calling plans take into consideration evening and weekend work schedules.
2. Calling plans are based upon billing management reports, which indicate calling patterns of users assigned to specific functions. These reports are reviewed annually and changes are made to calling plans as necessary.
3. If users exceed the minutes assigned under their calling plan, they become responsible for paying for the additional minutes.
4. If a user clearly demonstrates all phone bill minutes, including those exceeding the assigned calling plan, were for the conduct of official business, the Sheriff's Office will be responsible for the additional charges.

5. Minutes not used under assigned calling plans do not result in cost savings to the Sheriff's Office. For this reason, and the fact there may be other reasons during the work day which necessitates personal use of the telephone (family emergency, late work day, etc.), the issued cell phone may be used for personal business subject to the following:
 - a. Personal phone calls during working hours should be limited to emergency calls or calls of short duration to ensure productivity and adherence to work place protocol.
 - b. Personal calls are authorized during periods when the user is not on duty, including free nights and weekend calling for as long as the Sheriff's Office is able to successfully negotiate this option.
 - c. If a user makes any personal phone calls during a monthly billing period, then any business/personal minutes in excess of that allowed under the user's calling plan is the financial responsibility of the user.
6. The Internal Revenue Service has determined that cellular telephones issued by the Sheriff's Office are a taxable fringe benefit. Employees will be responsible for the personal income tax that is due to the Internal Revenue Service.

REPAIR/LOSS OF CELLULAR TELEPHONES

1. Requests for the repair of cellular telephones are directed to the Chief Deputy. If damage to the telephone is determined to be the fault of the user, the user may be subject to reimbursing the Sheriff's Office for the cost of repairs.
2. Loss of a cellular telephone shall be immediately reported to the Chief Deputy and the user's supervisor. If loss of the telephone is determined to be the fault of the user, the user may be subject to reimbursing the Sheriff's Office for its loss.

BLUETOOTH TECHNOLOGY OR WIRELESS EARPIECES

1. Due to safety considerations, and that it detracts from a professional image, Bluetooth, or similar wireless earpieces, is not permitted to be worn by employees when in uniform. Exceptions to this may be made for negotiators actively engaged in that specific function.

E. INDEXING:

Agency Telephones
Bluetooth
Calling Plans
Cellular Telephones
Repair/Loss of Cellular Telephone
Telephones
Wireless Earpieces

APPROVED:

**SAM ST. JOHN
SHERIFF, SUWANNEE COUNTY**

**SUWANNEE COUNTY SHERIFF'S OFFICE
GENERAL ORDER**

TITLE:	Agency Vehicles
GENERAL ORDER:	5.02
EFFECTIVE:	October 1, 2010
RESCINDS:	All Previous
REVIEWED:	May 9, 2012, February 15, 2013, March 4, 2014, July 1, 2015, March 10, 2016, January 1, 2017
PAGES:	3

A. PURPOSE:

To establish guidelines and procedures for vehicle assignment and use.

B. SCOPE:

This order applies to all Sheriff's Office members.

C. DISCUSSION:

The Sheriff's Office will maintain control and security of its fleet and have an effective means to provide members with the type vehicle necessary to perform their duties. Marked and unmarked vehicles are highly visible elements of the Sheriff's Office and the operation of such vehicles is always under scrutiny by the public. It is essential that members operate vehicles prudently to keep from discrediting themselves or the Sheriff's Office.

D. POLICY:

Members will operate and maintain agency vehicles in conformance with this order.

E. DEFINITIONS:

Assigned Vehicle: A marked or unmarked Sheriff's vehicle, assigned individually for use both on duty and for specific functions authorized by supervisory members.

Marked Vehicle: A Sheriff's Office vehicle that bears the official Sheriff's insignia and is marked with the color combinations as prescribed by Florida law.

Permanently Assigned Vehicle: A Sheriff's Office vehicle assigned to an individual for use on a 24-hour basis including personal use. Permanent assignment of vehicles will be limited to those members, required by their job responsibilities, to be available on an "on call" basis, for assignment anytime as needed. Only the Sheriff will authorize the assignment of permanently assigned vehicles.

Sheriff's Office Vehicle: A motor vehicle owned or leased by the Sheriff's Office.

Spare Vehicle: A marked or unmarked Sheriff's Office vehicle not specifically assigned to any one person, but maintained as a daily replacement for any assigned vehicle in for repairs; or for use on a daily basis by members not assigned a vehicle.

Unmarked Vehicle: Any Sheriff's Office vehicle that does not bear the official Sheriff's insignia or colors.

F. PROCEDURE:

ASSIGNMENT

1. The Sheriff or Chief Deputy will assign agency vehicles.
2. Vehicles will be assigned based on job responsibilities.
3. A limited number of members whose job responsibilities require them to be available on a 24-hour basis will be assigned "permanently assigned" vehicles. Personal use of these vehicles is permitted.

OPERATION

1. Agency vehicle use will conform to agency directives. (Refer to general order 6.01.)
2. Agency vehicles, other than permanently assigned vehicles, will be driven only within the geographic limits of Suwannee County except in the discharge of official duties or when approved by the Sheriff.
3. Agency vehicles will not be operated in an emergency mode when transporting civilians as passengers, unless a "Ride-A-Long" waiver is on file, or under extreme circumstances and the passenger is an agency member.
4. Members operating a Sheriff's Office vehicle equipped with a police radio will monitor the primary radio frequency for the geographic area in which the vehicle is being operated and be alert and responsive to emergencies that may arise nearby (on and off duty). Operators will inform the dispatcher when responding to calls for service.
5. Traffic stops made by deputies wearing civilian clothes will be limited to flagrant or dangerous violations that require immediate action.
6. Safety restraint devices will be worn always.
7. There will be NO use of tobacco products in agency vehicles.

RESTRICTIONS

1. Members will not operate any agency vehicle while on suspension.
2. Vehicles will be:
 - a. Taken to a designated area for storage during vacations or absences of more than five working days.
 - b. Locked when left unattended, except in emergencies.
 - c. Parked at a Sheriff's Office facility or at the operator's home during off duty hours.

MAINTENANCE

Members assigned a vehicle are responsible to:

1. Schedule needed repairs and routine maintenance.
2. Keep vehicles in a clean and serviceable condition.
3. Check the fuel and oil levels regularly. (Only approved fuel and lubricants may be used.)
4. Check the cooling system periodically.
5. Check that tires are inflated properly.

DRESS CODE

Members operating agency vehicles will:

1. Wear a uniform or approved plainclothes attire while on duty.
2. Wear appropriate attire during other approved use of an agency vehicle, i.e., training.
3. Carry an authorized firearm and official identification.

G. INDEXING:

Agency Vehicles
Vehicle Assignment

APPROVED:

**SAM ST. JOHN
SHERIFF, SUWANNEE COUNTY**

**SUWANNEE COUNTY SHERIFF'S OFFICE
GENERAL ORDER**

TITLE:	Emergency Vehicle Operation and Motor Vehicle Pursuit
GENERAL ORDER:	6.01
EFFECTIVE:	October 1, 2010
RESCINDS:	All Previous
REVIEWED:	March 10, 2016
PAGES:	6

A. PURPOSE:

To provide guidelines for the safe operation of Sheriff's Office vehicles in emergency and pursuit situations.

B. SCOPE: This order applies to all Sheriff's Office members.

C. POLICY: It is the policy of the Suwannee County Sheriff's Office to protect the lives of persons to the extent possible when enforcing the law. In addition, it is the responsibility of the Sheriff's Office to guide deputies in the safe performance of their duties. To effect these obligations, it shall be the policy of the Suwannee County Sheriff's Office to regulate the manner in which emergency vehicle operations are undertaken and performed. No vehicle, marked or unmarked, shall be operated by a deputy in an emergency response mode unless the vehicle is properly equipped with and making use of audible and visible emergency signal devices. When engaged in emergency vehicle operations in the performance of official duties, drivers of authorized emergency vehicles are granted exemptions from certain traffic laws by Florida Statute 316.072(5); however, the exemptions do not relieve drivers from exercising due regard for the safety of all persons, nor shall such exemptions protect drivers from the consequences of reckless disregard for the safety of others.

It is the policy of this office to make every reasonable effort to apprehend a fleeing violator and to engage in high-speed pursuits only when the expected results outweigh the known hazards to the general public, the suspect(s), and the officer(s). In instances where immediate apprehension cannot be affected with reasonable safety, a deputy shall attempt to obtain sufficient information to affect subsequent apprehension.

It shall be the responsibility of all personnel concerned with high-speed pursuits of a violator, to strictly adhere to the rules set forth.

D. PROCEDURE:

EMERGENCY RESPONSE PROCEDURE

1. Safety, expeditious arrival, and protection of life are three primary elements that must be considered in every situation requiring an emergency response. Therefore, extreme care and caution must be exercised whenever an emergency response is initiated.

2. Vehicle operators are not immune from liability nor are they relieved of responsibility for consequences arising from negligent operation of a police vehicle, or from reckless disregard for the safety of others.
3. During an emergency response, emergency signal devices, including siren, revolving and/or flashing red and/or blue lights, and headlights (day or night) shall be activated.
4. Members shall significantly reduce speed or stop at all stop signs and red traffic lights and **proceed only** after all other vehicles have yielded the right-of-way.
5. When responding in an emergency mode, emergency signals may be deactivated at a distance from the scene (to be determined by the operator) so as not to alert the suspects of deputy presence. When emergency signal devices are deactivated, the operator shall comply with posted speed limits, obey all traffic control devices and signals, and proceed in a manner consistent with normal traffic flow. (F.S. 316.126).

HIGH SPEED PURSUIT

1. Engaging in high-speed pursuits is dangerous to the deputy, innocent citizens, and the fleeing suspect. A vehicle pursuit is justifiable when the necessity of immediate apprehension of the suspect(s) outweighs the danger to the public created by the pursuit. In instances where immediate apprehension cannot be affected with reasonable safety, the deputy shall attempt to obtain sufficient information to affect apprehension at another time.
2. The responsibility for initiating high-speed pursuit rests with the individual deputy, but may be canceled at any time by a Uniform Patrol supervisor, or a supervisor of higher rank.
3. Circumstances that should be considered before engaging in any high-speed pursuit include, but are not limited to:
 - a. Nature and seriousness of the offense.
 - b. Possibility of identification and apprehension at a later time.
 - c. Likelihood of successful apprehension.
 - d. Danger to the public if the suspect(s) is allowed to escape.
 - e. Safety of the public in the area of the pursuit.
 - f. Environment of the pursuit (e.g. school zone, commercial, congested or residential).
 - g. Geographic location (urban/open water, rural).
 - h. Traffic conditions (density, speed, etc.).
 - i. Volume of vehicular/pedestrian traffic.
 - j. Visibility and illumination (daylight/ dark).
 - k. Weather conditions.
 - l. Road conditions.
 - m. Age/maturity of the offender, if available.
 - n. Type/speed of vehicle pursued.
 - o. Deputy's familiarity with the area.
 - p. Deputy's ability (experience and training on high-speed driving).

4. A high-speed pursuit shall not be initiated for misdemeanor traffic violations.

INITIATING AND CONDUCTING HIGH-SPEED PURSUITS

1. In initiating high-speed pursuit, the deputy shall immediately notify the communications center of the pursuit or intention to pursue, and furnish all pertinent details, e.g. description of the vehicle, location and direction of travel, nature of charges or reason for pursuing the vehicle, and provide any other information that could aid in the identification, apprehension, or other determining factors to either continue or terminate the pursuit.
2. The communications center will:
 - a. Immediately notify the Uniform Patrol supervisor who will immediately monitor the pursuit.
 - b. Place the frequency in emergency mode and notify any other law enforcement agency that might be affected by the pursuit.
 - c. Receive and record all incoming information on the pursued vehicle.
 - d. Perform relevant record and motor vehicle/vessel checks as expeditiously as possible.
 - e. Control all radio communications during the pursuit, while remaining cognizant that the affected supervisor is in control of the event and may intercede at his/her discretion.
 - f. Notify any available agency for support ex: (K-9, Air Support, etc.) If directed to do so by a patrol supervisor or above.
3. The Uniform Patrol supervisor is responsible for assignment of support units beyond the primary back-up unit.
4. All units involved in the pursuit should utilize the appropriate radio channel. The primary pursuit vehicle will give all initial information to the actual pursuit, direction of travel, suspects, and descriptions. This shall not restrict the Uniform Patrol supervisor from giving instructions, or other information, directly to either the primary or support unit(s).
5. While in the pursuit, all deputies shall use emergency signal devices, and employ turn signals, headlights, and horn when possible.
6. No pursuit shall be made with vehicles not equipped with emergency lights and sirens.
7. Any unmarked unit in pursuit of a vehicle shall relinquish the pursuit to a marked unit as soon as possible. The hazards of pursuing in an unmarked unit are greater than in a marked unit, and the deputy and supervisor should consider this in determining when to terminate the pursuit.
8. The primary unit and one (1) secondary pursuit unit (back up) will normally be the only ground units necessary to pursue a fleeing vehicle. The primary unit will pursue the fleeing vehicle. The secondary pursuit unit shall relay all information concerning the pursuit to the communications center Section and not follow too closely and will not attempt to pass the primary unit, unless the primary unit is forced out of the pursuit.

SUPERVISORY/COMMAND RESPONSIBILITY

1. Once the Uniform Patrol supervisor or Shift Supervisor has been notified of the pursuit and has assumed supervision of the pursuit, no other supervisor shall interfere by giving contradicting orders to any of the pursuit participants. This shall not prohibit a supervising officer from taking over supervision of the pursuit. If supervisory responsibility is transferred, the communications center shall ensure that all participants are aware that such transfer has occurred.
2. Upon being notified of the pursuit, the Uniform Patrol supervisor shall evaluate the circumstances surrounding the pursuit, make a decision on allowing the pursuit to continue or terminate, and provide the decision to the pursuing deputy.
3. Should the pursuit be allowed to continue, the Uniform Patrol supervisor shall continue to monitor and evaluate the progress of the pursuit, and may cancel the pursuit at any time.
4. Upon completion of the pursuit, the Uniform Patrol supervisor shall direct the primary deputy to record all pertinent facts of the pursuit in an Offense Incident Report. The Uniform Patrol shift supervisor will review the pursuit and forward it to the Uniform Patrol Division Commander for review, then if necessary, to the Chief Deputy and/or Sheriff for review. This Offense Incident Report shall include, but is not limited to:
 - a. Name(s) of pursuing deputies and supervisors involved.
 - b. Reasons for the pursuit.
 - c. Place of origin.
 - d. Route of travel.
 - e. Length of pursuit (in distance and time).
 - f. Point of termination.
 - g. Suspect(s) name, if apprehended, or identified.
 - h. Injuries and/or damage that occurred as a result of the pursuit.
 - i. Any other noteworthy data or findings.

TERMINATION OF PURSUITS

1. If, at any time, a pursuit exposes the public or the deputies to more danger than the offense or conditions warrant, the pursuit shall be terminated.
2. Deputies shall terminate a pursuit when:
 - a. No Uniform Patrol supervisor, or higher authority, is available to approve continuation of the pursuit, within a reasonable time after initiation of the pursuit.
 - b. A Uniform Patrol supervisor or higher authority orders the termination of the pursuit.
 - c. The deputy loses visual contact with the violator for more than a reasonable amount of time. Deputies should continue looking for the suspect(s), but at reduced and lawful speeds.
 - d. There is no longer a belief that the suspect(s) committed, attempted to commit, or is attempting to commit a violent crime.
 - e. When there is a clear and un-reasonable danger to the deputy, fleeing motorist, or other persons, and the danger caused by the continued pursuit is greater than the value of apprehending the suspect(s).

- f. When there is equipment failure involving an emergency signal device, radio, brakes, steering, or other essential mechanical equipment or damage to a patrol car that creates a driving hazard.

PURSUIT OUTSIDE OF JURISDICTION

1. A deputy sheriff in fresh and continuous pursuit may pursue outside his/her jurisdiction. **All guidelines and restrictions regarding pursuits described in this General Order shall apply.**
2. If a pursuit appears to be headed toward, or has entered into another jurisdiction, the communications center shall alert the appropriate law enforcement agency within the jurisdiction of the pursuit with the progress and the known charges against the violator. The Uniform Patrol supervisor shall be notified by the communications center that the pursuit is about to enter or has entered another jurisdiction. The Uniform Patrol supervisor shall determine whether to continue or terminate the pursuit.

PURSUIITS INITIATED BY OTHER AGENCIES

1. Should a pursuit initiated by another agency enter Suwannee County, **all guidelines and restrictions regarding pursuits described in this General Order shall apply.**
2. Upon receiving notice that a pursuit has entered Suwannee County, the communications center shall immediately ascertain, from the pursuing agency, the reasons for the pursuit, including specific law violations. The information will be provided to the Uniform Patrol supervisor or Shift Supervisor and all units in the area of the pursuit. The Uniform Patrol supervisor or Shift Supervisor will assume the pursuit supervisory role regarding Suwannee County Sheriff's Office participation.

OTHER METHODS USED TO APPREHEND FLEEING VEHICLES

1. "Road Spike" systems are authorized for use by **trained** personnel.
2. Moving Roadblock (boxing-in):
 - a. This method shall be authorized by an appropriate supervisor if it is reasonably believed that the violator will cause death or serious injury to others if the apprehension is delayed.
3. Stationary Roadblock:
 - a. This method should only be used upon discretion of the Sheriff.
4. Ramming:
 - a. This method should only be used upon discretion of the Sheriff.
 - b. This method is to be considered deadly force and utilized only in those conditions where deadly force is permitted. (An incidental touching in connection with a boxing-in shall not be considered ramming.)

5. Firearms:

- a. Members shall not shoot from or at a moving vehicle, except under the following circumstances:
 - (1) As a last resort to prevent imminent death or serious physical injury to the deputy or another person.
 - (2) As a last resort to apprehend a suspect who has just committed a felony resulting in death or serious physical injury.
 - (3) Firearms may be used only under circumstances that provide a high probability of striking the intended object and without causing harm to innocent persons.

E. INDEXING:

Emergency Vehicle Operation
High Speed Pursuit
Motor Vehicle Pursuits
Pursuit

APPROVED:

**SAM ST. JOHN
SHERIFF, SUWANNEE COUNTY**

**SUWANNEE COUNTY SHERIFF'S OFFICE
GENERAL ORDER**

TITLE:	Arrest Procedures
GENERAL ORDER:	6.02
EFFECTIVE:	October 1, 2010
RESCINDS:	All Previous
REVIEWED:	March 10, 2016, January 1, 2017
PAGES:	6

A. **PURPOSE:** The purpose of this order is to establish procedures for effecting arrests.

B. **SCOPE:** This order applies to all Sheriff's Office members.

C. **DISCUSSION:**

Arrests may be made with or without a warrant depending on the circumstances and the nature of the crime in accordance with F.S. 901.15 and/or applicable statutes.

Although this order provides general guidelines and procedures for effecting arrests, every deputy with arrest powers will have access to a criminal law book for reference.

D. **POLICY:**

Arrests will be made in conformance to law and this order to ensure officer safety and to protect the rights of arrestees.

E. **DEFINITIONS:**

Capias: A writ issued by a judge that commands an officer to take the body of a defendant into custody.

Consent: A voluntary agreement to a request.

Fresh Pursuit: An ongoing attempt to affect the arrest of a person who has fled and is pursued by a law enforcement officer on foot or by vehicle. The term is also called hot pursuit.

Warrant: A judicial writ authorizing a deputy to execute a judgment, or make a search, seizure, or arrest.

F. **PROCEDURE:**

ARREST WITHOUT A WARRANT

1. A law enforcement officer may arrest a person without a warrant when:

- a. The person has committed a felony, misdemeanor, or violated a county or municipal ordinance in the presence of the deputy. (An arrest for the commission of a misdemeanor or violation of a county or municipal ordinance must be made immediately or in fresh pursuit.)
- b. A felony has been committed and the deputy reasonably believes that the person committed it.
- c. The deputy reasonably believes a felony has been committed or is being committed and that the person to be arrested has committed or is committing it.

- d. A warrant for arrest has been issued and is held by another peace officer.
 - e. A misdemeanor violation of F.S. 316 (Uniform Traffic Control) has been committed in the presence of the officer. Such arrest may take place immediately or in fresh pursuit.
 - f. The deputy has probable cause to believe the person to be arrested has committed an offense as stated in F.S. 901.15 and/or applicable statutes.
2. When affecting a warrantless arrest, the deputy must inform the person to be arrested of:
 - a. The basis of his authority.
 - b. The cause of the arrest, except when:
 - (1) The arrestee flees or forcibly resists before the officer informs him.
 - (2) Giving the information would imperil the arrest.
 - c. If notification is not given before, it must be given as soon after the arrest as is reasonable.

ARREST WITH A WARRANT OR CAPIAS

1. **Origination:** An arrest warrant is issued by a magistrate if, after review, he reasonably believes the person complained against has committed an offense within his jurisdiction, F.S. 901.02.
2. **Jurisdiction:** Warrants will be directed to all Sheriffs of the state. They should be executed by the Sheriff of the county in which the arrest is made, unless the arrest is made in fresh pursuit, F.S. 901.04.
3. **Authority:** Only deputies with arrest powers will execute an arrest warrant or Capias.
4. **Warrant Application:** An application for an arrest warrant requires the following:
 - a. Approval of a supervisor.
 - b. Completion of a probable cause affidavit stating the probable cause for the arrest.
 - c. Review by the State Attorney's office for approval.
 - d. If approved, the sworn affidavit will be presented to a judge for issuance of an arrest warrant.
5. When affecting an arrest with a warrant, the deputy making the arrest must inform the person to be arrested of:
 - a. The cause of the arrest.
 - b. That a warrant has been issued, except when:
 - (1) The person flees or forcibly resists.
 - (2) Doing so would imperil the arrest.
 - c. The officer need not have the warrant on his person but, upon request of the person arrested, will show it to him as soon as practicable.
6. **Warrant Entry:** The original warrant will be provided to the Warrants Unit for entry into local computer system, entry into the NCIC/FCIC computer systems and filing.

7. **Warrant Execution:** For execution purposes, the term warrant will include a Capias. A deputy conducting a criminal investigation will do an NCIC/FCIC computer check for any outstanding warrants. A computer check will be done through the Communications Division. Confirmation of an outstanding warrant will be done on all computer checks.
- a. Suwannee County warrants will be confirmed before an arrest is made.
 - b. Warrants issued outside Suwannee County jurisdiction will be confirmed through communications section. The issuing agency will be contacted to verify active status. An arrest will not be made without verification from the issuing agency.
 1. Out-of-Jurisdiction warrants will be verified with the issuing agency for status and extradition purposes. The person may be released if the verifying agency refuses to extradite on the warrant.

SEARCH AT THE SCENE OF A CRIME

1. A search at the scene of a crime shall be conducted. The purpose of the search shall be for:
 - a. Officer safety.
 - b. To prevent escape.
 - c. To discover the fruits of the crime.
2. A deputy making a lawful search with/without a warrant may seize all instruments, articles, or things discovered.

RESIDENCE ENTRY

1. **Warrant Requirement:** The entry into a residence is one of the most scrutinized areas of police actions. A valid arrest warrant, signed by a judge or magistrate, is the legal foundation for an intrusion into an arrestee's home to affect the arrest. A search warrant is also required for entry into a third party residence to affect the arrest of a person who does not reside at the specific residence, except with consent as outlined in 2.e below.
2. **Warrantless Entry:** The courts have allowed certain exceptions to the warrant requirement for an arrest to be made inside a residence. These warrantless entry exceptions include:
 - a. When a suspect has committed a violent crime inside a residence, is armed, and there is likelihood that the person will escape.
 - b. When a deputy is in fresh pursuit and the suspect enters his or her residence, the deputy may follow the suspect into the residence to affect the arrest.
 - c. Consent is obtained to enter the premises from an owner or lessor.
 - d. A person agrees to leave the residence voluntarily. (A deputy may use deception or trickery to have the person voluntarily leave the home. However, trickery and deception will not be used to gain admittance to the residence.)
 - e. The owner or lessor of a third party residence may provide consent to a search of a residence not belonging to the suspect.

3. F.S. 901.19 authorizes a deputy to force entry into a building to make an arrest either by a warrant, or when authorized to make an arrest for a felony without a warrant (approved warrant exception). A deputy may use all force necessary and reasonable to enter the building. Authorization is permitted after:
 - a. The deputy has announced his or her authority.
 - b. The deputy has announced the purpose of the entry and fails to gain admittance.
 - c. The deputy observes or reasonably believes the person to be inside the building.
 - d. Forced entry into a building will only be accomplished after authorization from a supervisor or as the result of fresh pursuit.
4. **Protective Sweep:** A deputy may make a warrantless entry into a residence as part of a protective sweep. A protective sweep is a limited pass through a residence to check for persons who may destroy evidence or pose a threat to the deputy.
 - a. A protective sweep may be conducted after the arrest of a person inside a residence.
 - b. A protective sweep may be conducted after the arrest of a person immediately outside the premises, when there is reason to believe that others are inside the residence. The sweep may be performed only in areas where a person could be concealed. (These areas do not include drawers, files, or other small areas.)
 - c. Any contraband or evidence observed in plain view may be seized.

STOP AND FRISK

1. **Stop:** F.S. 901.151, the Florida Stop and Frisk law, allows for the temporary detention of a person under circumstances that reasonably indicate that the person has committed, is committing, or is about to commit a violation of criminal law. These temporary detentions are used for ascertaining the identity of the person and the circumstances surrounding the person's presence. Limitations to the Stop and Frisk include:
 - a. The detention will not be longer than the time reasonably necessary to determine identification and to inquire about the circumstances creating the reasonable suspicion.
 - b. The person will be released if probable cause does not exist for an arrest.
 - c. The detention will not extend beyond the initial stop or the immediate area.
2. **Frisk:** A person who is temporarily detained may be frisked for weapons if there is probable cause to believe that the person is armed with a dangerous weapon and is a threat to the safety of the deputy or any other person. The frisk may be done only to the extent necessary to disclose or reveal the presence of a weapon.
 - a. A weapon discovered during a frisk may be used as probable cause for the arrest of the person.
 - b. If a deputy plainly feels the presence of what is immediately apparent to be contraband or evidence of a criminal offense, the deputy may remove the contraband or evidence and charge the person accordingly. However, the frisk may not extend beyond the scope of a weapon search in order to discover any other contraband.
 - c. A frisk may be extended to a bag or container in the person's possession.

3. **Search:** If probable cause exists for the arrest of the detained person, the deputy will arrest the person and search the person and the area within the person's immediate presence incident to arrest.
4. **Citizen Contacts:** A deputy may, at anytime, request to talk to a citizen as long as the encounter is with the citizen's consent and the citizen is aware of his or her freedom to leave. This contact is not subject to the Stop and Frisk limitations if it is consensual. No documentation is required for a citizen encounter.

SEARCHES OF VEHICLES

1. **Warrantless Searches:** The United States Supreme Court has ruled that due to the mobile nature of vehicles on public roadways, they may be searched without a warrant as follows:
 - a. **Incident to Arrest:** A deputy may search the interior compartment area of a vehicle, and any open or closed containers therein, incident to the lawful arrest of an occupant of the vehicle. A search of the vehicle's trunk, however, is not within the scope of this search. Independent probable cause (contraband or other evidence of a crime) must be established as the result of the overall investigation in order to search the trunk or any closed containers outside the interior compartment or in the trunk. Independent probable cause can include any information established in the search of the interior compartment area.
 - b. **Auto Search:** A deputy may search any portion of a vehicle, including closed containers, as long as the deputy has probable cause to search that particular area of the vehicle or container for contraband, weapons, or evidence of a crime. Probable cause can be established through a canine exterior search, direct observation, or other legally established investigative methods.
 - c. **Plain View:** A deputy may seize contraband discovered in plain view inside a vehicle and search the entire vehicle and any open or closed containers found within the vehicle. However, a deputy must view the contraband from a legal vantage point and the nature of the contraband must be immediately apparent to the deputy.
 - d. **Impound:** A deputy will inventory an entire vehicle and its contents to include any open or closed containers subsequent to an impound of seized vehicles or other property.
 - e. **Consent:** A vehicle's driver and/or owner may consent to a search of a vehicle. Consent to search must be voluntary, and not based upon any form of coercion.
2. **Warrant Searches:** The search of a vehicle, based upon a valid warrant, will be executed in accordance with the conditions established in the search warrant. A vehicle search warrant is required when the vehicle to be searched is:
 - a. On private property; and/or,
 - b. Is immobile and not traveling on public roadways.

ARRESTEE RIGHTS

1. **Miranda Warning:** In *Miranda v. Arizona*, the U.S. Supreme Court ruled that a suspect in custody must be advised of the Miranda Warning and a waiver obtained before any interrogation.
 - a. **Custody:** The courts have held that custody begins when a person does not reasonably believe that he or she is free to leave or their freedom of movement has been curtailed by the words and/or actions of a deputy. It is the mindset of the person being questioned that will determine a custodial interrogation, not the mind set of the deputy.

b. **Interrogation:** Miranda Warning forms are provided to deputies. The Miranda Warning will be read to suspects who are questioned while in custody. A Miranda Warning is not required during investigations that include:

- (1) Routine traffic stops.
- (2) General interviews used in the fact-finding area of an investigation. (Miranda may be required if the fact finding phase becomes accusatory, restricting the freedom of movement of a suspect.)
- (3) No questioning of a suspect is required.
- (4) A Stop and Frisk encounter. Miranda will be required if a probable cause or warrant arrest is made and the questioning of a suspect continues.

2. **Invocation of Rights:** The rights of an arrestee will be adhered to at all times during any investigation. When an arrestee asserts his or her Miranda rights, the deputy will discontinue questioning when:

- a. The arrestee invokes the right to remain silent. (Questioning may resume if the arrestee reinitiates the process.)
- b. An arrestee requests the presence of an attorney.

G. INDEXING:

Arrest Procedures
Miranda Warning
Searches
Stop and Frisk
Warrant Arrests
Warrantless Arrests

APPROVED:

**SAM ST. JOHN
SHERIFF, SUWANNEE COUNTY**

**SUWANNEE COUNTY SHERIFF'S OFFICE
GENERAL ORDER**

TITLE:	Public Information
GENERAL ORDER:	7.01
EFFECTIVE:	October 1, 2010
RESCINDS:	All Previous
REVIEWED:	March 10, 2016, January 1, 2017
PAGES:	5

A. PURPOSE:

To establish guidelines for media releases, for providing information to the news media, and for news media access to agency documents and incident files.

B. SCOPE:

This order applies to all Sheriff's Office members.

C. DISCUSSION:

For the Suwannee County Sheriff's Office to provide effective law enforcement, it must have the support of the community. To achieve this, the public must be informed about law enforcement matters in an open and timely manner. This general order addresses the public information function and establishes procedures for the news media to obtain agency reports and information.

D. POLICY:

Within the limits of the Florida Public Records Law (Chapter 119, F.S.), the Suwannee County Sheriff's Office will provide the media with information and reports that will neither hinder nor adversely affect any ongoing criminal investigation being conducted by the agency, or reveal the identity of statutorily protected agency members, their families, crime victims, or juveniles.

E. DEFINITIONS:

Competent Authority - The Sheriff and Division Directors.

Confidential Information - Information obtained by the Suwannee County Sheriff's Office that is protected by state and/or federal law to the extent that the agency has an affirmative duty not to disclose and/or release.

Criminal Intelligence Information - Information with respect to an identifiable person or group of persons collected by a criminal justice agency in an effort to anticipate, prevent, or monitor possible criminal activity.

Criminal Investigative Information - Information with respect to an identifiable person or group of persons compiled by a criminal justice agency in the course of conducting a criminal investigation of a specific act or omission including, but not limited to, information derived from laboratory tests, reports of investigators or informants, or any type of surveillance.

Exempt Information - Information obtained by the Suwannee County Sheriff's Office that may or may not be disclosed under state and/or federal law, at the discretion of the agency.

News Media - Accredited full time working members of a daily or weekly newspaper, or a radio or television station including journalists, photographers, camerapersons, videographers, and technicians.

F. PROCEDURE:

GENERAL

1. Only the Sheriff, and those designated by the Sheriff, is authorized to release information to the news media.
2. Disclosure of active criminal investigative or intelligence information to the media shall be made only after consultation with and concurrence of individuals responsible for the investigation or their supervisors. This information will only be released on cases over which the agency has jurisdiction, unless there is concurrence from the primary law enforcement agency involved. The Sheriff must be notified when any information about an ongoing criminal investigation is released to the media.

RELEASABLE INFORMATION

Active criminal investigative and active criminal intelligence information, which will be released unless otherwise restricted herein, includes the following:

1. The classification of the charged crime.
2. The time, date, location, and nature of a reported crime.
3. The time, date, location, and nature of the incident and arrest.
4. The name, sex, age, and address of a person arrested, or the victim of a crime, except as protected by state and/or federal law.
5. The name, age, sex, race, address, and agency booking photograph of any adult charged with a crime, or any juvenile charged with a felony, except as restricted by Section 4. C.

NON-RELEASABLE INFORMATION

The following information will not be released:

1. Any criminal intelligence or criminal investigative information, active or not, including the photograph, name, address, or other fact or information that would identify the victim of any sexual offense; lewd, lascivious or indecent assault upon or in the presence of a child; or child abuse.
2. The identity of any suspect in a child abuse case in which probable cause has not been established.
3. The identity, name, age, race, sex, or address of any juvenile under the age of 18 charged with a misdemeanor, unless the juvenile has at least three prior misdemeanor convictions.
4. The identity of any juvenile under the age of 16, who is a suspect or a defendant in any case over which the Juvenile Court of the county has jurisdiction.

5. The identity of any critically injured or deceased person prior to the notification of the next of kin. When notification has been attempted but is not possible within a reasonable time, the Sheriff may make an exception.
6. The specific cause of death until determined by the Medical Examiner. Details may be withheld in homicide cases if the release of specific information could hinder the criminal investigation.
7. Personal opinion or comments not included in the report founded upon evidence or fact.
8. The identity or location of a suspect who has not yet been arrested. The existence of a suspect may be acknowledged without comment.
9. The results of an investigative procedure, such as a lineup, polygraph, fingerprinting, laboratory analysis, or ballistics test. The fact that the tests are performed may be acknowledged without comment.
10. Information that, if prematurely released, could significantly interfere with an investigation or arrest, particularly: details known only to a suspect or a deputy, specifics of *modus operandi* (MO), unverified information, unchecked leads, and information that may cause a suspect to flee or avoid apprehension.
11. The existence, contents, or failure to make, of any confession, admission, or statement by a defendant.
12. Performance or results of any tests, or a defendant's refusal or failure to submit to investigative tests, such as a polygraph.
13. The identity, prospective testimony, or any comments on the character or credibility of a prospective witness.
14. Any opinion about the prior criminal record, character, reputation, or guilt or innocence of a defendant, or the merits of the case, including the quality and nature of evidence, and whether its use in court is expected.
15. The photograph, social security number, home address, or telephone number of a current or former sworn or certified agency member; the name of a sworn or certified member's spouse, and place of employment, or the names of their children and the schools they attend. If the current or former sworn or certified agency member is charged with a crime, his or her booking photograph may be released.

DOCUMENTS

Under the Florida Public Records Law, the Director of Public Information will release the following to the news media upon request:

1. Incident reports, supplementary reports, and arrest reports, if confidential and/or exempt information has been excised.
2. Closed internal investigations, from which confidential and/or exempt information has been excised.
3. Agency files or documents that are not part of an active or open criminal investigation, from which confidential and/or exempt information has been excised.

MEDIA RELEASES

The Sheriff will be responsible for the periodic preparation and distribution of news releases based upon information provided by members directly involved in the case, incident, or subject matter of the press release. In the absence of the Sheriff the release will be made by a designee of the Sheriff.

1. Press releases will be issued as necessary.
2. News conferences for the release of information concerning a major crime, arrest, or other topic, may be scheduled at the direction of the Sheriff, or his designee, who may designate agency members to assist in the presentation. Advance media notifications will be made by the Sheriff or a designee.

MEDIA ACCESS TO INCIDENT SCENES

1. **General Access:** Accredited news media representatives, who are actively covering an incident at the scene, may be allowed closer access for themselves and vehicles than is granted to the general public, provided that such access does not interfere with either the investigation or general traffic flow. Where there is a safety factor or the danger of personal injury, access may be restricted until the supervisor at the scene determines that the area is safe.
2. **Crime Scenes:** To preserve the integrity of an investigation, direct access to a crime scene by news media representatives will be allowed **only** after all known evidence has been processed, and the on-site investigation has been completed. Exceptions, if any, will be made by the Sheriff, or his designee. Once the crime scene investigation has been completed, media access is a matter between the media and the property owner.
3. **Hostage or Barricade Situations:** The Director at the scene shall designate an initial news media briefing area, as soon as practical. Thereafter, the briefing area may be relocated closer to the scene when the commander determines that the safety of the news media can be assured.
4. **Major Fires, Natural Disasters, or Other Catastrophic Events:** Such events are likely to attract media personnel including camerapersons, photographers, videographers, and mobile broadcasting units. As soon as practical, the incident Director, in consultation with the Sheriff, should make arrangements so that media personnel do not interfere with law enforcement or emergency operations. A news media briefing area should be established outside the perimeter. Closer access to the incident scene will be dictated by the safety factors involved.

SPEECHES

No presentation or speech involving the policies or activities of the Suwannee County Sheriff's Office will be made to any civic organization, community group, or other civilian forum, by any agency member without authorization by the Sheriff or competent authority.

G. INDEXING:

Information Release
Media Relations
News Media
Press Releases
Public Information
Speeches

APPROVED:

**SAM ST. JOHN
SHERIFF, SUWANNEE COUNTY**

**SUWANNEE COUNTY SHERIFF'S OFFICE
GENERAL ORDER**

TITLE:	Confidential Informants
GENERAL ORDER:	8.01
EFFECTIVE:	June 15, 2010
RESCINDS:	All Previous
REVIEWED:	May 9, 2012, February 15, 2013, March 4, 2014, July 30, 2015, March 10, 2016, January 1, 2017
PAGES:	9

A. PURPOSE:

The purpose of this order is to establish procedures regarding the use of confidential informants as an alternative method for achieving successful investigations by the agency.

B. SCOPE:

This order applies to all Sheriff's Office members.

C. POLICY:

It is the policy of the Suwannee County Sheriff's Office to encourage individuals within the community to cooperate with information or assistance which leads to the suppression of crime, identification of criminal suspects, and /or assist in the solving of crimes or arrest of perpetrators. The Sheriff's Office will investigate all crimes using whatever legal, ethical and reasonable investigative methods available. If informants are to be used during an investigation, they shall be properly documented, controlled and monitored. Supervisory and management personnel shall provide oversight to ensure the utilization of informants is within policy and complies with applicable law. The Sheriff's Office recognizes that special care must be taken to carefully evaluate and clearly supervise their use. Furthermore, the priority of the Sheriff's Office during agency operational decisions and the actions regarding the use of confidential informants is to preserve the safety of the confidential informants, law enforcement personnel, the target offender and the public.

D. DEFINITIONS:

Confidential Informant (CI) - A person who cooperates with a law enforcement agency confidentially in order to protect the person or the agency's intelligence gathering or investigative efforts and;

1. Seeks to avoid arrest or prosecution for a crime, or mitigate punishment for a crime in which a sentence will be or has been imposed; or seeks monetary compensation in exchange for his or her cooperation with the law enforcement agency; or cooperates with the law enforcement agency without tangible consideration; and
2. Is able by reason of his or her familiarity or close association of suspected criminals to:
 - a. Make controlled buys or controlled sales of contraband, controlled substances, or other items material to a criminal investigation;
 - b. Supply regular or constant information about suspected or actual criminal activities to a law enforcement agency; or

- c. Otherwise provide information important to ongoing criminal intelligence gathering or criminal investigative efforts.

Confidential Source (CS) - Persons who cooperate with a law enforcement agency confidentially in order to protect the person or the agency's intelligence gathering or investigative efforts or whose identity is known to an agency member but does not wish to be identified or take part in the investigation and;

1. Is cooperating with law enforcement for monetary reasons or approved third party assistance. All third party assistance will be approved by the Office of the State Attorney or the United States Attorney's Office.
2. Is able, by reason of his or her familiarity or close association with suspected criminals to:
 - a. Make a controlled transaction of contraband, controlled substances or other items that are material to a criminal investigation; or
 - b. Supply regular or constant information about suspected or actual criminal activities to a law enforcement agency; or
 - c. Otherwise provide information important to ongoing criminal intelligence gathering or criminal investigative efforts.

Juvenile Source (JS) - A person under the age of eighteen years, who cooperates with law enforcement with legal guardianship, or parental approval, for use to further investigate criminal activity. The juvenile source meets the same criteria as the confidential informant and/or confidential source except that it is a person under the age of eighteen years.

Controller - Deputy/sworn member who employs a confidential informant, confidential source or a juvenile source for furthering a criminal investigation and to whom the confidential informant, confidential source or juvenile source primarily reports.

Controlled Sale ("Reverse") - The sale or attempted sale of contraband, controlled substances or other items that are material to a criminal investigation, to a target offender, which sale is initiated, managed, overseen, or participated in by law enforcement personnel with the knowledge of the confidential informant, confidential source or juvenile source.

Controlled Buy - the purchase or attempted purchase of contraband, controlled substances or other items that are material to a criminal investigation to a target offender which sale is initiated, managed, overseen or participated in by law enforcement personnel with the knowledge of a confidential informant, confidential source or a juvenile source.

Compensation - Payment made to a confidential informant, confidential source or juvenile source for cooperation with law enforcement in furtherance of a criminal investigation, whether the payment is monetary or for consideration in mitigation of punishment, or seeks to avoid arrest or prosecution of a crime. If the latter, it is with prior approval of the State Attorney's Office or the United States Attorney's Office.

Target Offender - The person whom law enforcement personnel suspects will be implicated by the activities of the confidential informant, confidential source or juvenile source.

Substantial Assistance/Plea Agreement - A written agreement between the State's Attorney and a defendant in which the State may move the sentencing court to reduce or suspend the sentence of the defendant who has already been arrested and pled guilty or has signed an intent to plea guilty to a crime for a violation of state law as a result of the defendant providing assistance to the state in the identification, arrest or conviction of any of the defendant's accomplices, accessories, co-conspirators, principals, or any other person(s) engaged in the violation of state law. Prior to signing and accepting this agreement the defendant will be given the opportunity to consult his/her attorney. An agency representative is merely the controlling agent in these agreements. The controller reports back to the State's Attorney on either the successful conclusion of the agreement or the confidential informant's, confidential source's or juvenile source's unwillingness to fulfill the agreement.

Deferred Arrest Agreement - A written agreement between the State's Attorney and a person who has yet to be formally charged in which the state may move the sentencing court to reduce or suspend the sentence of this person to be formally charged. This person has been informed of the allegations, and that he/she faces pending criminal prosecution for a violation of state law. This person prior to signing and accepting this agreement will be given the opportunity to consult with his/her attorney. the person yet to be charged has agreed to provide assistance to the state in the identification, arrest or conviction of any of this person's accomplice's, accessories', co-conspirator's, principal's, or any other person engaged in the violation of state law. The agency representative is merely the controlling agent in these agreements. The controller reports back to the State's Attorney on either the successful conclusion of the agreement or the confidential informant's, confidential source's or juvenile source's unwillingness to fulfill the agreement.

Third Party Assistance - Where a person acting as a confidential informant, confidential source or a juvenile source, cooperates with a law enforcement agency in a criminal investigation with the understanding that the assistance he/she is rendering is to benefit an individual who cannot at this time act for themselves. This agreement must be made with the approval of the State's Attorney or United States Attorney's Office prior to conducting the investigation. Prior to this agreement being accepted the person will be given the opportunity to consult with his/her attorney.

Law Enforcement Agency - An agency having a primary mission of preventing and detecting crime and the enforcement of the penal, criminal, traffic or highway laws of the state and that in furtherance of that primary mission employs law enforcement officers as defined in fss.943.10.

**** For the remainder of this policy, unless otherwise noted, confidential source and juvenile source will be synonymous with confidential informant or informant or "CI".**

E. PROCEDURE:

INFORMANT DEVELOPMENT

1. Informants may be developed in the course of normal duties by investigators and deputies who must carefully evaluate the motive, personal status of the informant and the potential value of the information provided or offered. Not every person providing helpful information is a confidential informant, confidential source or a juvenile source.
 - a. Sworn members who develop informants will request a CI/Source Profile Package from the drug task force/narcotic supervisor, who is designated to maintain confidential funds,

CI/Source Profile Packages and to evaluate, document and authorize compensation of informants.

- b. Sworn members must have the approval of the drug task force supervisor/narcotic supervisor, Chief Deputy or Sheriff prior to using an informant. The approving supervisor shall review the CI/Source Profile Package with the sworn member to determine the individual's suitability as a confidential informant for the agency. The approving supervisor will sign off on the CI/Source Profile Package acknowledging his or her approval of the informant then return it to the drug task force supervisor for custody of the file. This does not preclude using cooperating citizens as voluntary sources of information.
 - (1) Sworn members must have the signed approval of the drug task force/narcotic supervisor, Chief Deputy or Sheriff prior to utilizing a juvenile as a confidential informant. Members must also have the signed authorization of the juvenile's parent or legal guardian prior to utilization as a confidential informant.
 - c. If the confidential informant is operating under a substantial assistance/plea agreement, deferred arrest agreement or third party assistance, their activity will be documented as to their cooperation with law enforcement and each controller will report to the State Attorney's Office as to the assistance rendered by each.
 - d. During the supervisory review, an individual assessment of the prospective confidential informant will be completed using the following minimum factors. These factors are to be used as only a guide in determining suitability.
 - (1) The person's age and maturity.
 - (2) The risk the person poses to adversely affect a present or potential investigation or prosecution.
 - (3) The person's criminal history and/or prior criminal record.
 - (4) The person's past performance history as a confidential informant whether utilized by this or another agency.
 - (5) The effect upon agency efforts that the disclosure of the person's cooperation in the community may have.
 - (6) Whether a person is a substance abuser or has a history of substance abuse or is in a court-supervised drug treatment program or a drug related pretrial intervention program.
 - (7) The risk of physical harm to the person, his or her immediate family, or close associates as a result of providing information or assistance, or upon the disclosure of the person's assistance to the community.
 - (8) Whether the person has shown any indication of emotional instability, unreliability, or of furnishing false information.
 - (9) Whether the person is important or vital to the success of the investigation.
2. Potential confidential informants shall be interviewed by the sworn member responsible for the investigation related to the information the confidential informant may provide. If the information is found acceptable and compensation is to be made for the provided information or assistance an informant file also known as a CI/Source Profile Package will be opened. Agency members shall obtain approval of the drug task force/narcotics supervisor or their respective supervisor prior to using any person as a confidential informant. All confidential informants shall be documented prior to their use. The documentation shall include the following minimum information:

- a. A code number assigned and maintained by drug task force/ narcotics division.
- b. A complete and current approved CI/Source Profile Package signed by the confidential informant, juvenile source and the juvenile source's parent or legal guardian and the approving supervisor and recruiting deputy.
- c. Warrants, criminal history and driver's license check made through FCIC, NCIC and DSHMV.
- d. Biographical information to include the confidential informant's full name, date of birth, place of birth, race, sex, social security number, driver's license number and state of issuance, height, weight, current address, current phone number(s) next of kin's name, address and phone number(s). If informant is a juvenile the file should also include the name, date of birth, address and contact numbers for the parent or legal guardian responsible for and approving use of the juvenile.
- e. Probation or parole status, and if applicable the probation or parole supervisor and the current judicial officer. If the confidential informant currently on probation or parole status he or she cannot be used without the express approval of the appropriate judicial officer. The approval of the judicial officer shall be documented and include the name of the judicial officer or his/her representative contacted when approval was sought.
- f. Vehicle license number and registration state as well as description of any vehicles owned or routinely used by the confidential informant.
- g. A copy of the informant's driver's license or identification card or a current photograph if the confidential informant's appearance has changed.

FILE MAINTENANCE

1. The CI/Source Profile Packages containing identifying references to all confidential informants, confidential sources and juvenile sources will be maintained by the drug task force supervisor/narcotics supervisor or his/ her designee.
2. The drug task force supervisor/narcotic supervisor will enter into the drug task force case management system by number each confidential informant's involvement for every investigation in which the confidential informant participates that results in an agency case number. If no agency case number is generated and the information is substantial it will be made part of the confidential informant's CI/Source Profile Package by the controller. This may be in the form of a CI contact log maintained by the controller and placed into the CI/Source Profile Package at deactivation.
3. Informant misconduct must be documented in the CI/Source Profile Package and the disciplinary action taken and documented. This may range from counseling to discontinued use, to deactivation and possibly arrest.
4. The CI/Source Profile Packages will be locked with access authorized by the drug task force supervisor/narcotic supervisor, the Chief Deputy or the Sheriff.
5. Access to the CI/Source Profile files will be documented on an access log. Completed access log forms will be maintained for a period of five years after the last date noted.

6. Informant files/CI Source Profile Packages will be stored for a minimum of five calendar years from date of deactivation of the informant and destroyed in accordance with agency policy and state law.
7. Under no circumstance will the identity of a confidential informant be revealed to anyone without the approval of the appropriate supervisor, Chief Deputy, Sheriff or as directed by the court.
8. The drug task force supervisor/narcotic supervisor will at least annually perform a review of the agency to ensure that security practices are being followed as well as a review of actual agency practices governing the use of confidential informants are in conformity with the agency's policies and procedures and state law.

INFORMANT CONTROL

1. Informants act as agent of the Sheriff's Office and must be under strict supervision by sworn members. Every informant must act directly under the control of sworn agency personnel when performing an investigative activity. Therefore all informants of the Sheriff's Office, whether paid or not shall be told the following:
 - a. They are not law enforcement officers or sworn members of the sheriff' office and do not have:
 - (1) Arrest powers.
 - (2) The authority to carry a concealed weapon or firearm.
 - (3) Any other power, privilege or right of a law enforcement officer.
 - (4) Their status as an informant is neither permission nor a license for present or future misconduct.
 - (5) They are not to furnish case information to other agencies or persons without the permission of the drug task force supervisor/narcotic supervisor, Chief Deputy or Sheriff.
 - (6) They are not to reveal their identity as an informant to anyone.
 - b. They must advise their controller if they are providing any information to any other law enforcement agency.
 - c. The identity of all informants is to be known to at least two sworn members of the agency. The agency employee documenting the informant will generally be considered the controller and he/she shall designate an alternate.
 - d. Deputies should always be alert to the risk of being compromised by the CI, therefore, at least two members will be present at all times when dealing with informants except in exigent circumstances, in which case the members supervisor will determine whether face to face contact will be approved. Deputies should select the time, place and method of meetings.
 - e. Deputies shall not allow informants to take control of investigations or relationships.
 - f. Deputies shall not discuss pending enforcement actions, disclose or discuss sensitive equipment, tactics or procedures with informants.
 - g. Deputies will continuously evaluate informants for continued reliability and conformity to agency standards. Lack of reliability and conformity to agency standards and disobedience of orders by sworn members will result in dismissal of informants.

- h. If an informant becomes unreliable or otherwise inappropriate for continued agency use, the controller will arrange a final debriefing with the informant and another sworn member. The circumstance surrounding the informant's dismissal will be documented in the informants CI/Source File.
- i. While utilizing an informant who is facing criminal charges, the controller shall not make promises of immunity, dropped or reduced charges, or reduced sentences. All such promises shall be made by the State Attorney's Office or the United States Attorney's Office, whichever has jurisdiction over the case. However, the controller may act as a liaison between the prosecutor's office and the informant.

CONTROLLERS STANDARD OF CONDUCT

1. All informants will be treated fairly and professionally.
2. Controllers shall avoid any personal contact with informants outside the professional relationship established for investigative purposes.
3. Controllers shall not make promises to informants that they have no authority to keep.

COMPENSATION

All monetary compensation to informants shall be documented and retained for a period of five calendar years and then may be disposed of according to agency policy and state law.

1. The receipt for funds distributed to informants shall be signed by the informant and two sworn members. The receipt should include the date of payment, time of payment, agency case number if applicable, who the money was received by, amount paid, reason for payment, informant's identifying number and signature of person receiving payment. The receipt shall be retained in accordance with policy.
2. The amount of monetary compensation shall be determined by the controller in consultation with his/her supervisor. Factors to consider when determining monetary compensation include:
 - a. The type or level of case and value of information provided by the informant.
 - b. The amount of danger to the informant.
 - c. Whether payment is needed to gain the needed information.
 - d. Other sources available for the needed information and the cost for such sources.
 - e. Whether a less expensive means to get the information is available.
 - f. Monetary payments shall not be made on a contingency basis (i.e. the payment cannot be promised as a percentage of forfeited assets).
 - g. Monetary payment shall not be extravagant.
 - h. Payments shall not be made based on successful prosecution.
 - i. The informant shall not be offered unreasonable incentives to target specific individuals.
3. Monetary compensation paid to informants shall be considered income and be reported by the informant to the appropriate taxing authority.

4. Compensation in the form of seeking to avoid arrest or prosecution, or mitigation of punishment, or working on behalf of another in third party assistance lies with the State Attorney's Office or the United States Attorney's Office, whichever has jurisdiction over the case.

TRAINING

Only sworn members who have received documented training on this policy and Florida State Statute 914.28 are authorized to recruit or manage confidential informants during investigations and operations. This documentation shall be maintained by the training officer.

DEACTIVATION OF CONFIDENTIAL INFORMANTS

Unless deactivated earlier, confidential informants will be classified as active for a period of one year from the date of documentation. After that time a confidential informant will be automatically deactivated unless in continual use.

1. If the controller, drug task force supervisor/narcotic supervisor, Chief Deputy or Sheriff, determines at any point that the continued use of a confidential informant is no longer beneficial to the Sheriff's Office, the informant will be deactivated and an annotation of such deactivation will be placed in the confidential informant's file.
2. Factors to consider in determining whether a particular confidential informant is no longer beneficial include but are not limited to:
 - a. The repeated failure of the confidential informant to follow operational and or safety instructions given by the operational controller.
 - b. Repeated failure to keep appointments, return telephone calls or follow through on agency request.
 - c. Behavior of the confidential informant that creates doubt about his or her credibility or reliability.
 - d. Behavior of the confidential informant that reveals to other that he or she is working as an informant.
 - e. Any action by the confidential informant that compromises the identity of any other confidential informant, undercover investigator, or reveals confidential information or tactics.
 - f. Failure to appear for court hearings or to cooperate with the prosecuting authority on matters directly related to his or her role as a confidential informant.
3. Prior to automatic deactivation, the controller will review the performance of the confidential informant to decide whether he or she wishes to have the confidential informant remain in an active status. If the controller wishes to maintain the confidential informant in an active status a current criminal history and driver's license check must be run to determine retain ability. This information will be brought to the drug task force supervisor/narcotic supervisor, Chief Deputy or Sheriff along with the reason for the request for final approval. If the informant has been in continual use this will be noted in the informant's file and he/she will be considered to be retained as active.

4. If the controller wishes to deactivate a confidential informant prior to the automatic deactivation period the controller will bring forth the request to the drug task force supervisor/narcotic supervisor, Chief Deputy or Sheriff. If the request is agreed upon then the controller will document the reason in the confidential informant's file and the confidential informant will be deactivated.
5. When a confidential informant is deactivated, the controller shall make contact with the confidential informant at which time his or her termination as a confidential informant shall be clearly communicated, with the appropriate cautionary instructions regarding safety, confidentiality and the importance of no longer considering himself/herself as a confidential informant stressed. In the event the confidential informant cannot be located, the controller will document the effort to locate the confidential informant in the informant's CI/Source Profile Package.
6. A sworn member may request from his/her supervisor that a previous confidential informant be reactivated. If the need dictates the confidential informant be reactivated, the requesting member must at a minimum update the informants CI/Source Profile Package to include contact information, criminal history and driver's license check.

ANNUAL REVIEW

An annual documented administrative review of agency practices regarding confidential informants shall be conducted to ensure conformity with agency policy and procedures and Florida law.

E. INDEXING:

Confidential Informant
Confidential Source
Juvenile Source

APPROVED:

**SAM ST. JOHN
SHERIFF, SUWANNEE COUNTY**

**SUWANNEE COUNTY SHERIFF'S OFFICE
GENERAL ORDER**

TITLE:	Bomb Threats
GENERAL ORDER:	9.01
EFFECTIVE:	October 1, 2010
RESCINDS:	All Previous
REVIEWED:	March 10, 2016, January 1, 2017
PAGES:	4

A. PURPOSE:

To establish guidelines for handling bomb threats and bomb emergencies.

B. SCOPE:

This order applies to all Sheriff's Office members.

C. POLICY:

It shall be the policy of the Suwannee County Sheriff's Office to respond to bomb threats or bomb emergencies and to follow the specific job responsibilities as outlined by this order.

D. DEFINITIONS:

Explosion - The rapid combustion of a fuel and oxidizer creating heat, loud noise, and possible fragmentation.

Explosive Material - Explosives, blasting agents, detonators, and dangerous chemicals.

Explosives - Any chemical compound, mixture or device, the primary purpose of which is to function by "explosion." The term "explosives," includes, but is not limited to: dynamite, nitroglycerin, trinitrotoluene (TNT), other high explosives (i.e., plastics), black powder, pellet powder, initiating explosives (i.e., RDX and PETN), detonators, safety fuse, squibs, detonating cord, igniter cord and igniters. This does not include cartridges for firearms or fireworks as defined in Chapter 791, F.S.

Improvised Explosive Device (IED) - Any item suspected of, or containing explosive or incendiary filler which could be a solid, liquid, or gaseous in nature. This shall include, but is not limited to, all homemade bombs, military or civilian ordnance, pyrotechnics and dangerous chemicals.

E. PROCEDURE:

BOMB THREATS (COMMUNICATIONS DIVISION)

1. The Communications Division operator will maintain a line of communication with the caller until it is determined that all necessary information has been obtained. The operator will obtain the following information, when possible:
 - a. The name, address, and phone number of the intended target,
 - b. The location, type, size, and the expected time of device detonation,
 - c. The name, address, and the title or position of the caller,
 - d. The person the deputy should contact and where; and,

- e. What action has been taken, or if the person in charge anticipates any action to be taken before deputy contact.
2. The operator will dispatch a deputy and sergeant immediately and inform the Uniform Patrol Division Director of the call.
3. The operator will notify Suwannee County Fire/Rescue or Live Oak Fire Department and other public safety agencies, as requested.

BOMB THREATS (UNIFORM PATROL DIVISION)

1. Deputies responding to the location will proceed safely and as rapidly as possible.
2. Responding units will turn off all radio and digital equipment, including CB radios and cellular phones, within 300 feet of the scene. Communications from the scene will be accomplished by regular telephone, whenever possible.
3. The deputy assigned to conduct the investigation will contact the owner or a representative of the affected location and interview the person who received the threat. The deputy or supervisor will discuss the details of the threat with the owner/manager, and advise of potential hazards.
 - a. The decision whether to search, close businesses, and evacuate personnel will be left to business owners and managers. The decision to evacuate schools, government offices, etc., will be made by the ranking administrator.
 - b. If there is an immediate and obvious threat to life or property, the deputy may order an evacuation after consultation with the supervisor or higher authority.
4. If a search is conducted, the deputy will secure the scene, establish a security perimeter, and assist with coordinating the search effort. If the location or facility does not have a bomb threat/recognition plan in effect, the deputy or supervisor should offer suggestions to assist management in implementing search procedures.
 - a. Supervisory and custodial staff should be solicited to help conduct the search as they are most familiar with the location. The business staff should maintain a supervisory role, unless circumstances dictate more active participation.
 - b. A command post should be established in a secure area and equipped with a telephone. Search team members must be informed of the location and phone number. The investigating deputy should remain at the command post.
 - c. Searchers should be deployed in pairs to cover the exterior and interior of the premises. Persons involved in the search should be equipped with flashlights and hand held mirrors, if available. They should be instructed not to disturb objects that are out of place or do not belong. If a suspicious object is found, they are to evacuate the area and report the location to the deputy or supervisor.
 - d. If the threat included the location of the device, that area should be checked first. If a location was not indicated, the investigating deputy should suggest the following order of search:
 - (1) The building exterior.
 - (2) Public access areas, i.e., lobby, restrooms, etc.

- (3) Stairwells.
 - (4) Engineering spaces including janitors' closets and lockers.
 - (5) Areas normally occupied by employees, which are the least likely to have been compromised should be the last areas searched.
- e. If the threat included a detonation time, all personnel (except the Bomb Disposal Team) should evacuate the area at least 30 minutes before the reported time.

IED LOCATED (COMMUNICATIONS DIVISION)

1. The Communications Division should attempt to obtain sufficient information to determine the incident risk potential based on the following criteria:
 - a. No immediate hazard to persons or property (e.g., suspect item located on vacant property at a safe distance from persons, animals, or structures).
 - b. No immediate hazard to persons; however, a potential hazard exists to structures or other personal property (e.g., suspect item located in or near a structure or vehicle with persons a safe distance away).
 - c. Potential hazard to human life (e.g., suspect item located in populated area or in a building that cannot be evacuated).
2. The operator should dispatch a deputy immediately, and inform the deputy's supervisor and Division director of the call.
3. When the deputy confirms that a device has been found, the Communications Operator will:
 - a. Notify Suwannee County Fire/Rescue.
 - b. Notify the Special Operations Director, the Chief Deputy and the Sheriff.

IED LOCATED (UNIFORM PATROL DIVISION)

1. The first deputy on the scene will:
 - a. Interview person(s) with first-hand knowledge of the explosive device.
 - b. Evaluate the incident risk potential and request additional personnel as needed.
 - c. Evacuate all personnel to a "safe" area at least 300 feet from the location. (The "safe" area should be checked for secondary devices.)
 - d. Establish a secure perimeter and establish a command post.
 - e. Avoid physical contact with, or any movement of suspect devices.
2. The supervisor will:
 - a. Assume command and full responsibility of the incident until relieved by higher authority.
 - b. Receive briefing from the first deputy on the scene.
 - c. Keep the Communications Division and the Uniform Operations Division Director informed.
 - d. Request support personnel and equipment as needed.

POST EXPLOSION PROCEDURES

When a device has exploded, the following will apply:

1. A deputy and supervisor will be dispatched to the scene immediately and the response will be appropriate according to reports of damage and injury.
2. Suwannee County Fire Rescue or Live Oak Fire Department will be notified.
3. Personnel assigned to the incident must exercise extreme caution in and around the blast site. The area will be secured and access limited to necessary rescue personnel.
4. The Sheriff will assign investigative and support personnel to assist with a post blast investigation.

F. INDEXING:

Bomb Threat

Improvised Explosive Device (IED)

APPROVED:

**SAM ST. JOHN
SHERIFF, SUWANNEE COUNTY**

**SUWANNEE COUNTY SHERIFF'S OFFICE
GENERAL ORDER**

TITLE:	Missing Endangered Adult
GENERAL ORDER:	9.02
EFFECTIVE:	April 23, 2009
RESCINDS:	All Previous
REVIEWED:	March 10, 2016, January 1, 2017
PAGES:	3

A. PURPOSE:

To establish guidelines for investigating reports of missing endangered adults.

B. SCOPE:

This order applies to all Sheriff's Office members.

C. POLICY:

The agency will investigate any incident involving adults classified as endangered due to a physical or mental disability or who is missing under suspicious circumstances.

D. DEFINITIONS:

Adult - Any person over the age of eighteen years.

Bolo - An acronym for "Be on the Look Out."

Endangered Adult - Any adult who:

1. Has a medical or physical condition or injury that would place them in imminent danger of great bodily harm or death;
2. Is a threat to themselves and have the apparent means to carry out that threat; or,
3. The disappearance is due to unusual or suspicious circumstances.

E. PROCEDURE:

PRELIMINARY INVESTIGATIONS

1. **Criteria:** A deputy will investigate any report of a missing adult if the person's physical or mental disability places him or her in imminent danger of death or great bodily harm if not found. An adult who is missing under suspicious circumstances will also be investigated.
2. **Deputy Responsibility:** The deputy responsible for conducting the preliminary investigation will:
 - a. Initiate an Offense/Incident Report to include the name, race, gender, date of birth, physical description, clothing description, and any physical and/or mental disability of the missing adult.
 - b. Document a possible travel destination, vehicle description, and any property carried.
 - c. Inform the sector supervisor of the incident. (*The supervisor will determine the need for a search or additional work force based on the case circumstances.*) The supervisor will choose the appropriate search method, when deemed necessary. Search methods may include:
 - (1) Neighborhood Check: A neighborhood check may consist of door-to-door canvassing or making contact with friends and relatives in the local area.

- (2) Area Search: An area search may consist of searching wooded areas, areas close to the disappearance, or areas commonly frequented by the missing person.
- d. Contact the Communications Division to enter the missing adult's personal information into the NCIC/FCIC systems. The deputy will document the operator's identification number in the Offense/ Incident Report.
- e. Initiate a missing endangered person BOLO for broadcast to agency personnel, to other law enforcement agencies in the county, and to agencies of possible travel destinations.

FOLLOW-UP INVESTIGATIONS

1. The Special Operations Division is responsible for the follow-up investigation of missing endangered adult reports. The unit supervisor will assign the reports to detectives for continued investigation.
2. The assigned detective will:
 - a. Request written consent from the family or next of kin to obtain the missing person's dental records if the person is not found within 30 days of the original report date.
 - b. Update the NCIC/FCIC system entry for the availability of dental records when obtained.
 - c. Review and prepare a supplement report for cases that are not cleared every 30 days.
 - d. Contact the complainant, next of kin, or family member when any additional information is needed or received. The detective will respect the wishes of the located adult if he or she does not want their location to be revealed. Contact will be documented in a supplement report.
3. The deputy or investigator who locates the missing adult will notify the Communications Division to cancel the NCIC/FCIC computer entries and any BOLOs. The deputy or detective will document the communications member's identification number in a supplement report.

SILVER ALERT

1. The Silver Alert System has been developed to broadcast information of a missing elderly person who suffers from irreversible deterioration of intellectual faculties (dementia) in a timely manner, to the general public.
2. The Silver Alert System may be activated if all of the following criteria are met:
 - a. The investigating officer has entered the missing person in FCIC/NCIC.
 - b. The missing person is 60 years of age or older.
 - c. There must be a clear indication that the individual has a diagnosed cognitive impairment, such as Dementia.
 - d. Under extraordinary circumstances when a person age 18 to 59 has irreversible deterioration of intellectual faculties and law enforcement has determined the missing person lacks the capacity to consent, and the use of dynamic message signs may be the only possible way to rescue the missing person.
 - e. The missing person is believed to be in danger.
 - f. A Silver Alert activation must be authorized by a supervisor.

3. Activation Procedures:

- a. The Silver Alert System should be activated as soon as possible after it is determined that all of the above criteria have been met and when an immediate search of the area has failed to locate the individual. It is further believed the activation of the alert through media and other local resources would aid in the safe recovery of the individual.
- b. Contact should be made with A Child is Missing to activate a neighborhood call alert at **1-888-875-2246**.
- c. The media is to be notified through the Sheriff.
- d. If a vehicle is involved, the statewide messaging system may also be activated via FDOT's highway dynamic message signs and other highway advisory methods. Contact the FDLE Missing Endangered Persons Information Clearinghouse (MEPIC), toll-free at **1-888-356-4774**. Advise the person answering that activation of the Silver Alert Plan is requested and provide the following information:
 1. Vehicle description to include verified vehicle description and tag number.
 2. Information that a statewide BOLO to other law enforcement/911 centers has been initiated.
 3. Information that a local media alert has been initiated.
- e. Once the individual is located, the Silver Alert must be canceled.

E. INDEXING:

Endangered Adult
Endangered Persons
Missing Adults
Missing Endangered Adult
Missing Person
Silver Alert

APPROVED:

SAM ST. JOHN
SHERIFF, SUWANNEE COUNTY

**SUWANNEE COUNTY SHERIFF'S OFFICE
GENERAL ORDER**

TITLE:	Amber Alert
GENERAL ORDER:	9.03
EFFECTIVE:	July 1, 2010
RESCINDS:	All Previous
REVIEWED:	May 28, 2012, March 8, 2013, March 18, 2014, August 1, 2015, March 10, 2016, January 1, 2017
PAGES:	2

- A. **PURPOSE:** The purpose of the Amber Alert is to broadcast critical information in a cooperative effort between local law enforcement, broadcasters, state agencies, and to the general public of a missing or abducted child who is believed to be endangered in a quick and effective manner.
- B. **SCOPE:** This order applies to all Sheriff's Office members.
- C. **POLICY:** It shall be the policy of the Suwannee County Sheriff's Office to thoroughly investigate all reports of missing children. Additionally, this department shall consider every child reported as missing to be "at risk" until significant information is received and confirmed that would indicate that the child is not at risk or in danger.

D. **DEFINITIONS:**

Amber Alert - A program designed to broadcast critical information of a missing/abducted child younger than 18 years of age believed to be in danger, using the Emergency Alert System via radio, television and billboards.

Runaway - Most often a teenager, who leaves home voluntarily for a variety of reasons; may be younger than 13 however.

Family Abductions - A non-custodial family member flees with a child, usually in direct violation of a court-ordered custody arrangement.

E. **PROCEDURE:**

CRITERIA

1. The Florida Amber Plan is not to be used for runaways or family abductions, unless the investigation determines that the child's life is in immediate danger.
2. The following criteria must be met in order for FDLE to activate the alert:
 - a. The child must be under 18 years of age.
 - b. There must be a clear indication of an abduction.
 - c. The agency's investigation must conclude that the child's life is in danger.
 - d. There must be a detailed description of the child and/or abductor/vehicle to broadcast to the public.
 - e. The activation must be recommended by the local law enforcement agency of jurisdiction.

AUTHORITY

The decision to request or not request the Amber Alert is made by the Supervisor or Detective on scene.

STEPS FOR ACTIVATION

(The Amber Alert can only be activated by law enforcement.)

1. The Supervisor or Detective will call the FDLE Missing Children Information Clearinghouse (MCIC) (24 hrs 7 days a week) at 1-888-356-4774.
2. Tell the person answering the phone that you have a child abduction and want to activate the Florida Amber Plan.
3. FDLE will work in conjunction with the Suwannee County Sheriff's Office, to determine what information is to be broadcast and what areas will be targeted for dissemination. (Interstate, Statewide, or Regional)
4. FDLE will ensure that the information provided by the Suwannee County Sheriff's Office is broadcast through the Emergency Alert System.

CANCELLATIONS

Upon receipt from FCIC/NCIC that the Amber Alert has been cancelled, the Communications radio operator will broadcast over the radio advising on duty units that the alert has been cancelled.

F. INDEXING:

Abducted Child
Amber Alert
Missing Child
Runaways

APPROVED:

**SAM ST. JOHN
SHERIFF, SUWANNEE COUNTY**

**SUWANNEE COUNTY SHERIFF'S OFFICE
GENERAL ORDER**

TITLE:	Training Organization and Administration
GENERAL ORDER:	10.01
EFFECTIVE:	October 1, 2010
RESCINDS:	All Previous
REVIEWED:	March 10, 2016, January 1, 2017
PAGES:	3

A. PURPOSE:

To establish guidelines for the development, organization, and administration of agency training programs.

B. SCOPE: This order applies to all Sheriff's Office members.

C. DISCUSSION:

Training is an important responsibility of any law enforcement agency. Effective training prepares members to act decisively and correctly in a broad spectrum of situations, and it reduces the agency's exposure to liability.

D. POLICY:

Members will be provided training as mandated by the Criminal Justice Standards and Training Commission, Florida law, federal law, and agency policy.

E. PROCEDURE:

ADMINISTRATION

The primary responsibility for training rests with the Training Section. The Training Section will review, evaluate, and update training programs to ensure that training is job-related and conforms to current law, and agency policy. Training includes, but is not limited to, the following:

1. Program development.
2. Instructor selection.
3. Training notification to members.
4. Record keeping.
5. Coordination of training with the North Florida Community College, the Florida Department of Law Enforcement, and the Criminal Justice Standards and Training Commission.

ATTENDANCE REQUIREMENTS

Members scheduled for training must complete all areas of the program. Members who do not attend scheduled training due to an authorized or unauthorized absence will be rescheduled for the next available training session, when practical.

1. It is the member's responsibility to obtain approval from their supervisor to be absent from class.
2. Members attending training programs outside the agency are required to report absences to their supervisor.
3. Instructors may be excused from attending courses for which they hold current CJSTC certification to teach.

TRAINING AUTHORIZATION AND REIMBURSEMENT

1. **Off Duty Training:** Members who attend courses while off duty do so at their own time and expense. The Sheriff may authorize payment of expenses under exceptional circumstances. Approval must be obtained in advance.
2. **On Duty Training:** Any member who wants to attend any job-related training course while on duty must submit a Travel Authorization form to the Fiscal Affairs Division via the chain of command. Relevant brochures, class agenda, etc., must be attached to the request.
 - a. Each supervisor in the chain of command will determine whether the member is qualified to attend the course and if the training will benefit the Sheriff's Office. The affected division director will make the final determination based on the availability of funds and other factors. The member must confirm approval before departure.
 - b. The Fiscal Affairs Division will process approved requests and make the class registration, travel, and lodging arrangements. The agency will pay travel expenses and per diem at the state rate. Books and other related expenses will be paid upon approval of the requesting member's chain of command and the Training Section. The Fiscal Affairs Division will issue checks in advance, when practical.

INSTRUCTOR QUALIFICATIONS AND SELECTION

Qualified instructors are an essential element of any successful training effort. The Training Section is responsible for the selection and monitoring of instructors for agency-provided training.

1. All full time instructors and instructors for specialized topics will possess CJSTC certification. Specialized topics include firearms, first aid, CPR, defensive tactics, baton, radar, and driving.
2. Outside instructors may be scheduled to teach courses based on special needs of the agency. These instructors will be selected based on experience; recommendations of other law enforcement agencies, schools, colleges, and universities; and their known skill and ability as instructors. Such instructors will comply with all agency training guidelines.

RECORD KEEPING

The Training Section is responsible for maintaining accurate records of training presented to agency members. The information contained in these files is public record and will be released in conformance with F.S. 119. Agency members will have access to this information as needed.

1. Course certificates and other proofs of course completion will be maintained in individual files for each member. The member is responsible for providing documentation of job-related courses attended outside the Sheriff's Office.
2. The Training Section is responsible for notifying CJSTC of any course work that is eligible for mandatory retraining credits.

F. INDEXING:

Training Administration
Training Attendance
Training Authorization
Training Organization

APPROVED:

**SAM ST. JOHN
SHERIFF, SUWANNEE COUNTY**

**SUWANNEE COUNTY SHERIFF'S OFFICE
GENERAL ORDER**

TITLE:	In-Service, Advanced, Specialized, and Remedial Training
GENERAL ORDER:	10.02
EFFECTIVE:	October 1, 2010
RESCINDS:	All Previous
REVIEWED:	March 10, 2016, January 1, 2017
PAGES:	4

A. PURPOSE:

To establish guidelines for Sheriff's Office training programs.

B. SCOPE:

This order applies to all Sheriff's Office members.

C. POLICY:

Members will be provided training in conformance to law and this order.

D. DEFINITIONS:

In-Service Training - Training that includes periodic refresher training or mandatory retraining as required by the Florida Department of Law Enforcement.

Remedial Training - Individual training used to correct a specific job deficiency. Deficiencies may be identified through testing, evaluation, or job task performance.

E. PROCEDURE:

IN-SERVICE TRAINING

1. Sworn deputies will receive a minimum of 40 hours of in-service training every four years as required by CJSTC. All sworn correction members and civilian members, who have continuous contact with inmates in the correction center will also receive a minimum of 40 hours of in-service training every four years.
2. Sworn and civilian members will receive training as follows:
 - a. Domestic Violence: CJSTC required every four years for sworn law enforcement members.
 - b. Human Diversity (Includes Sexual Harassment, Discrimination, and Ethics): CJSTC required every four years for sworn members.
 - c. Defensive Tactics (Includes Use of Force): High liability training required every four years for sworn members.
 - d. Cardiopulmonary Resuscitation (CPR): High liability training required every two years for sworn members. Available on a voluntary basis for civilian members.
 - e. Firearms: High liability training required semiannually for sworn members.
 - f. Legal Updates: As needed for all members.
 - g. Blood Borne Pathogens Updates: As needed for all members.
 - h. Hazardous Materials Updates: As needed for sworn members.

- i. Biomedical Hazards Updates: As needed for all members.
 - j. Other Safety, Health, and High Liability Subjects: As required by law or regulation.
3. The Training Section is responsible for the in-service training curriculum. The Training Section and division directors or any agency member may make recommendations regarding in-service subjects.
 4. Attendance at all in-service training is mandatory. Members may be excused from in-service training for court testimony, sick leave, or minimum staffing requirements. The Training Section supervisor will be responsible for the review and update of each sworn member's certificate as required by CJSTC. However, the member is responsible for maintaining current certifications.

REMEDIAL AND ADDITIONAL TRAINING

Remedial and additional training is available to members when performance deficiencies are identified through evaluation or observation. Minor deficiencies can be corrected through informal training or counseling sessions. Serious deficiencies should be reported to the members' division director and addressed as follows:

1. Remedial training should be initiated upon discovery of the deficiency, but must be within 30 days.
2. If the required training is of an operational nature, the member's division will provide the training. If the training exceeds the division's resources, or the need is of an administrative or technical nature, the Training Section will plan, administer, and document the training.
3. Training hours accumulated during remedial training will not be credited as training time necessary to complete the in-service training requirement.
4. Failure to participate in, or successfully complete a remedial training program may be considered failure to do a job function and be handled according to established disciplinary procedures.
5. Remedial training will be initiated for, but not be limited to, the following job performance deficiencies.
 - a. **Vehicle Driving Skills:** Members who demonstrate poor driving habits, or are found "at fault" in crashes while operating Sheriff's Office vehicles, will attend the next scheduled defensive driving course.
 - b. **Firearms Proficiency:** Deputies must demonstrate proficiency with their primary service weapon. This is accomplished during the semiannual in-service training period. Failure to show proficiency will result in further training under the direction of a certified firearms instructor.
 - c. **Cardiopulmonary Resuscitation (CPR) and First Aid Skills:** This is normally accomplished during the in-service training period.

SPECIALIZED TRAINING

Specific training will be required for agency members in certain positions. Training will be provided based upon agency need for the specialized skill. Specialized training may include:

1. Training that develops and/or enhances the skills, knowledge and abilities particular to the position.
2. Management, administration, supervision, personnel policies, and support services of the function or component.
3. Performance standards of the specialized position or component.
4. Agency mission, policies, procedures, rules and regulations, specifically related to the function or component.
5. Supervised on-the-job training.

All training attended by agency members in a specialized position will be documented by the Training Section. Copies of any materials used in the specialized training will be sent to the Training Section.

ADVANCED TRAINING

Training is essential for the professional growth of the individual and should be continued throughout the law enforcement career. The Sheriff's Office encourages participation in programs at an advanced level for members assigned to management or staff level positions. The agency provides this through training centers such as:

1. The Federal Bureau of Investigation National Academy.
2. The Southern Police Institute.
3. The Florida Department of Law Enforcement Executive Institute.

All requests to participate in any extended advanced training will be submitted to the Sheriff, via the member's division director.

F. INDEXING:

Advanced Training
In-Service Training
Remedial Training
Specialized Training
Training

APPROVED:

**SAM ST. JOHN
SHERIFF, SUWANNEE COUNTY**

**SUWANNEE COUNTY SHERIFF'S OFFICE
GENERAL ORDER**

TITLE:	Field Training Program Policy
GENERAL ORDER:	10.03
EFFECTIVE:	November 2005
RESCINDS:	All previous
REVIEWED:	August 24, 2016, January 1, 2017
PAGES:	52

A. Purpose:

The purpose of this policy is to establish and implement guidelines for a Field Training Program for newly hired law enforcement officers.

B. Scope:

This policy shall apply to all Suwannee County Sheriff's Office members.

C. Policy:

It shall be the policy of the Suwannee County Sheriff's Office to enhance the basic law enforcement officer's knowledge and skills. Members shall be trained in agency policies, procedures, rules, and regulations.

D. Procedure:

Providing members with field training experiences as a supplemental to classroom instruction taught at the academy, is a relevant portion of the training experience. Field training shall be organized, equitably evaluated and closely supervised.

E. Discussion:

The Suwannee County Sheriff's Office in keeping with the strictest levels of performance requirements, must always strive to maintain the highest standards of professionalism. To this end, the attainment of highly trained Deputy Sheriffs shall remain a goal of the Suwannee County Sheriff's Office.

The Field Training Program has been developed and implemented to meet this responsibility. This program will remain a functional unit assigned to the Patrol Division.

The trainee checklist and Standardized Evaluation Guidelines are integral features of the program, providing a sound structure and basic foundation for the learning process that each trainee will undergo. The parameters of the training and evaluation will be determined by the Program Staff and in conjunction with the Field Training Officers and Field Training Supervisor. The standards of proficiency set by the Field Training Program are meant to ensure that each officer completing the training will have received the necessary instructions and guidance under field conditions to meet the standards of this Office.

The Administration of the Suwannee County Sheriff's Office is committed to this program, and gives full support to the Field Training Program concepts, which is absolutely necessary for successful achievement of the Sheriff's Office goal.

**OBJECTIVES OF THE
SUWANNEE COUNTY SHERIFF'S OFFICE
FIELD TRAINING AND EVALUATION PROGRAM**

The Suwannee County Sheriff's Office Field Training and Evaluation Program has been designed and implemented so the following objectives may be met:

1. To produce highly and positively motivated Deputy Sheriffs, capable of meeting or exceeding standards of performance required by the Suwannee County Sheriff's Office.
2. To provide equal and standardized training to all newly hired Deputy Sheriffs and to provide remedial training in those areas where deficiencies are identified.
3. To build on the foundation of knowledge learned during the Law Enforcement Basic Training, thereby creating an environment in which the trainee may develop new skills as well as increase proficiency in those acquired in the academic setting.
4. To improve the Sheriff's Office screening process by providing on-the-job observations of each trainee's performance.
5. To establish an appraisal system which is valid and job related, utilizing a standardized and systematic approach to the documented measurement of the probationary Deputy's performance.
6. To establish career paths within the Sheriff's Office by providing qualified Deputy Sheriffs with additional training and opportunities to develop leadership skills.
7. To ultimately increase the overall efficiency and effectiveness of the Sheriff's Office by enhancing the climate of professionalism and competency demanded by the ethical standards of Law Enforcement.

THE LAW ENFORCEMENT CODE OF ETHICS

As a Law Enforcement Officer, my fundamental duty is to serve mankind; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation, and the peaceful against violence and disorder; and to respect the Constitutional rights of all men to liberty, equality, and justice.

I will keep my private life unsullied as an example to all; maintain courageous calm in the face of danger, scorn or ridicule; develop self-restraint and be constantly mindful of the welfare of others. Honest in thought and deed in both my personal and official life, I will be exemplary in obeying the laws of the land and regulation of the Sheriff's Office. Whatever I see or hear of confidential nature or that is confided to me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duties.

I will never act officiously or permit personal feelings, prejudices, animosities or friendships to influence my decisions. With no compromise for crime and with relentless prosecution of criminals, I will enforce the law courteously and appropriately without fear or favor, malice or ill will, never employing unnecessary force or violence and never accepting gratuities.

I recognize the badge of my office as a symbol of public faith and I accept it as a public trust to be held so long as I am true to the ethics of law enforcement. I will constantly strive to achieve these objectives and ideals, dedicating myself before God to my chosen profession Law Enforcement.

INTRODUCTION TO THE FIELD TRAINING PROGRAM

Purpose

Trainees entering the Field Training and Evaluation Program should be aware that upon completion of this phase of their training, they will be prepared to operate as a solo Deputy. This training will be under the direct supervision of a Field Training Officer (FTO). The trainee's performance will be monitored closely during this period of training. Not only will he/she be monitored for safety, but to ensure the standardization and equality of training that is being received.

The Field Training and Evaluation Program has two purposes in mind:

- First: By continual evaluation of the trainee's performance under actual field conditions, specific weaknesses or deficiencies can be identified and remedial training programs developed to improve weaknesses and correct deficiencies.
- Second: By continual evaluation, those individuals who are unable to attain the level of proficiency expected by the Suwannee County Sheriff's Office may be identified and removed from Law Enforcement.

This manual is used to instruct new Deputies not only in the various duties which they will perform during their careers, but also in the philosophy and training methods used to train them. All situations and problems which can be encountered in the Law Enforcement Career are not, and could not be included, but the information found in this manual will constitute a basis which will help the trainee to build a good foundation for his/her future activities on the job. The Field Training Program does not claim to produce fully experienced Deputy Sheriffs in 552 hours. It does, however, produce officers who can perform at the level of a competent Deputy Sheriff by the standards of this Sheriff's Office.

The Field Training Officers have been carefully selected and trained to perform on-the-job training. It is their responsibility to know all subjects contained in the Field Training Manual to ensure that they are taught to the trainee and to ensure the concepts of the program are carried out.

In addition to the instruction that the trainee will be receiving under the direct supervision of the Field Training Officer, it is recommended that the trainee do home studying on a voluntary basis. The broad background of knowledge needed by a law enforcement officer cannot be gained entirely at the academy level or on the job.

All trainees will maintain a copy of the Suwannee County Sheriff's Office Policies and Procedures Manual for reference and study.

The Suwannee County Sheriff's Office Field Training and Evaluation Program will be a 552 hour program consisting of 46 patrol shifts broken into 4 phases. The recruit officer will become familiar with all Suwannee County Sheriff's Office Policies and Procedures and also as he/she progresses from one F.T.O. to another, he/she will become familiar with Florida State Statutes, County Ordinances, and all aspects of the Field Training Guide. The recruit officer at the end of this 552 hour program of training should be able to function as a solo officer.

During Phase 4 of the training program, the recruit officer will be evaluated by the F.T.O. Supervisor prior to the completing of this program.

STANDARD FIELD TRAINING PROGRAM

Phase 1 (with F.T.O.)	Phase 2 (with F.T.O.)	Phase 3 (with F.T.O.)	Phase 4 (with F.T.O. Supervisor)
14 Patrol Shifts	14 Patrol Shifts	14 Patrol Shifts	4 Patrol Shifts
168 hours	168 hours	168 hours	48 hours
Total Hours			552

ABBREVIATED FIELD TRAINING PROGRAM (for prior Florida Certified Law Enforcement Officers)

Phase 1 (with Phase 3 FTO)	Phase 2 (extension time if needed with FTO Supervisor)	Phase 3 (with F.T.O. Supervisor)
7 Patrol Shifts	As needed	2 Patrol Shifts
84 hours	As needed	24 hours
Total Hours		108

PHASES FOR RECRUIT DEVELOPMENT

PHASE 1:

During this phase of the program, the recruit officer is assigned to his/her first Field Training Officer (F.T.O.). The F.T.O. will assist the recruit by familiarizing him/her with the Officer and explaining the program during this week. After completing the first phase of training the recruit will be assigned to another F.T.O. for additional instruction and evaluation. This rotation to a second F.T.O. is done to ensure the recruit is objectively evaluated and to identify the possibility of personality conflict between the recruit and the first F.T.O.

PHASE 2 AND 3:

During these cycles, the recruit will be assigned to his/her second and third Field Training Officers. Again, this is to get other objective opinions and to familiarize him/her with a new area of law enforcement not previously covered. Training will continue according to the Field Training Guide, Daily Observation Reports and End of Phase Reports should continue to be submitted as in the first phase. During these phases of training, the recruit should be very familiar with most aspects of the Field Training Guide and their duties as a law enforcement officer. Daily Observation Reports will continue to be submitted and by this time all weaknesses the recruit may have should be known. Nearly all phases of the Field Training Guide should be completed and checked off at this time.

PHASE 4:

This final phase is a very important part of the evaluation process. This essentially provides the F.T.O. Supervisor with an insight into the probationary officer's capabilities to perform as a solo Deputy. In order to enter Phase 4, the recruit must have achieved an acceptable level of proficiency in all areas covered on the Daily Observation Reports.

While involved in Phase 4, the recruit Deputy will be working in the capacity of a solo Deputy. The F.T.O. Supervisor will accompany the recruit Deputy evaluating their ability to perform as a solo Deputy assigned to a patrol shift.

The F.T.O. Supervisor should not assist the recruit Deputy during this phase except for safety or liability reasons.

The F.T.O. Supervisor at this point will also be evaluating not only the Deputy, but his/her Field Training Officer from all phases of this training program. The F.T.O. Supervisor based on this can recommend additional training if necessary which is covered in page 8 of this manual.

EXTENSION OF TRAINING PHASES

The maximum time a trainee is allowed to stay in the Field Training Program is 552 hours unless extension time is granted. If the trainee is not performing at an acceptable level by the end of Phase 3, termination action may be initiated.

By the end of Phase 3, the trainee should be performing consistently at an acceptable level "4" in all areas of evaluation. If the trainee has not attained an acceptable level of performance, the training period may be extended.

Extension will be granted under the following conditions:

1. There is a specific identifiable problem.
2. During the previous weeks of training, the trainee has shown progress in that area.
3. The problem is such that a specific plan can be developed or is available.
4. It is reasonable to believe that the remedial training would correct the problem within the time limit of the program.

If it should become apparent to a Field Training Officer that a trainee should be extended, the F.T.O. will request through the Field Training Supervisor at the next meeting that the trainee be extended. The Field Training Supervisor and the Chief Deputy will confer regarding the request for extension.

A trainee who has been granted an extension will be assigned to the Field Training Supervisor.

FIELD TRAINING AND EVALUATION FILE

The Field Training Supervisor is responsible for starting a training file for each new trainee. The Field Training Files are a composition of documentation of the performance (positive or negative) of a trainee Deputy throughout the Field Training Program. The file shall be securely maintained, and the information therein treated as confidential.

The reason for confidentiality should be obvious, aside from moral implications. Credibility of the program and its staff depends in part, on how information is treated and to whom it is given. The Field Training files will be open to the following personnel:

1. Sheriff of Suwannee County
2. Chief Deputy
3. Field Training Supervisor
4. Field Training Officers

Expressed written permission from Field Training Supervisor must be obtained before files are made available to anyone else.

The Field Training Officers are responsible for insuring that the appropriate documentation is forwarded to the Field Training Supervisor to be placed in the trainee Deputy file. It is the responsibility of the Field Training Supervisor to ensure that the following documents or copies of documents are included in the trainee Deputy's files:

1. Daily Observation Reports (DOR)
2. Supervisor Inspection Log
3. Request for Extension of Training
4. Exemplar Report Forms
5. End of Phase Reports
6. Progress Examinations
7. Any other documentation

CHAIN OF COMMAND / RANK STRUCTURE

The Field Training Supervisor is responsible for the Field Training and Evaluation Program. The Field Training Supervisor oversees the operation of the Program. The Field Training Supervisor will have the direct responsibility of operations in the field.

All Field Training Officers will report to the Field Training Supervisor in all manners pertaining to the Field Training Program. Tactical and regular shift duties will be handled through the Patrol Supervisor on the appropriate shift. In many instances, matters relative to field training will be discussed with the immediate Patrol Supervisor, especially when they involve field activities performed by the trainee officer and his/her Field Training Officer.

The Field Training Supervisor will be accountable to the Chief Deputy.

All Field Training officers and trainees will be accountable to the Field Training Supervisor.

All written evaluations and reports submitted by the Field Training Officer regarding the performance of a trainee officer will be confidential and will be submitted to the Field Training Supervisor. The Field Training Supervisor will then submit these evaluation reports to the Chief Deputy.

Any Patrol Supervisor who becomes involved in any situation in which information is gained concerning the conduct or performance (positive or negative) of a trainee officer is encouraged to notify the Field Training Supervisor so documentation can be entered into the trainee's training file.

This chain of command is essential to keep the Field Training Officer and Supervisors informed and aware of all levels of training during this program.

RECRUIT STATUS

- **Trainee**

During the Program, the recruit is constantly in training or evaluation mode. The recruit should not be allowed to function as a solo Deputy without the direct supervision of a Field Training Officer. Furthermore, when a unit, assigned a recruit, is dispatched, that unit should be considered a single person unit, not as a double car. All call requiring dual units, should not be handled by a Field Training Officer and a recruit. A second unit should be dispatched.

- **Liability and Safety**

Because the recruit is in training status and is learning how to become a law enforcement officer, it cannot be assumed he/she knows anything about law enforcement. Until the recruit has demonstrated his/her understanding and ability to handle a situation, the Field Training Officer should be careful about exposing the recruit to a critical task. Critical task meaning calls where the recruit may be exposed to high risk or liability. As the recruit progresses, his/her involvement should increase.

RESPONSIBILITIES

1. The Field Training Supervisor will enter the trainee's name, social security number, and the name of the Field Training Officer on the training guidebook.
2. The Field Training Officer will enter his/her name on the next line; indicate his/her general field assignment and training dates.
3. Training supervisors will conduct periodic inspections of the training guide to ensure compliance. Supervisors will enter their name, date, and comments after each inspection in the space provided on the last page of this guide.
4. The Training Guide will be maintained during all phases of Field Training.
5. The Guide will remain in the possession of the Field Training Officer assigned to the trainee, and will be made available for inspection by authorized personnel in the chain of command.
6. The Use of Deadly Force Form is provided in this guide. It will be the responsibility of the Field Training Officer and the Field Training Supervisor to explain and obtain the trainee's signature verifying he/she understands the policy. This form will be completed prior to any field assignments.
7. An appendix, pertaining to forms and reports, is located in this book. This section will be signed off only after the trainee has practiced writing a particular report, completed a form, or has demonstrated knowledge of an item on the checklist.
8. Remark areas have been left in appropriate places throughout the Field Training Guide. These should only be completed when training problems or difficulties are prevalent. If the trainee does not have difficulty in the area, it is not necessary to complete these sections.
9. The Field Training Guide will be followed on a weekly basis; however, should a situation arise that is covered later in the Guide, the Field Training Officer should turn to that page and complete the proper documentation.
10. Under normal conditions, this Guide should be completed within 552 hours. The Field Training Supervisor will ensure that the trainee works with at least three Field Training Officers during the 552 hour period. The trainee should end with the Field Training Supervisor for final evaluation.
11. No trainee will be assigned to solo patrol duties until completion of this Field Training Guide.
12. When the Training Guide is completed in its entirety, the trainee will sign in the space provided on the last page.
13. The Guide will be reviewed and signed by the Field Training Supervisor after questioning the trainee on material covered to ensure that he/she is familiar with items discussed or practiced during the training period.
14. After the Guide is reviewed and signed by the Field Training Supervisor, it will be placed in the Deputy's permanent record in Administration Services.

THE SUPERVISOR'S ROLE – AN OUTLINE

The Supervisor of the Field Training Officers and their trainees play a vital role in the Field Training and Evaluation Program. Following his/her training, the Supervisor assists in the attainment of program goals by:

1. Maintaining and updating field training manuals.
2. Completing the end of phase / end of training rating forms
3. Monitoring the field training officer / trainee performance through
 - a. Periodic report review
 - b. Listening to radio traffic
 - c. Ride alongs
 - d. Field visits
 - e. Review of daily observation reports
 - f. Weekly conferences with trainees
 - g. Observing trainees attendance and participation in daily briefings
4. Conducting weekly evaluation sessions
5. Conducting in-service training for Field Training Officers
6. Determining extension of field training
7. Administering examinations
8. Review field training officers end of phase summary
9. Administering field training officers critique
10. Making suggestions for remedial training
11. Frequent contact with Field Training Officers
12. Communicating problems to Field Training staff
13. Assigning trainee to a cross section of tasks and zones
14. Maintaining security of files and confidentiality of trainees performance and progress
15. Protecting and promoting the program
16. Acting as a role model by:
 - a. Maintaining good personal appearance
 - b. Following Department policies and procedures
 - c. Having a positive attitude towards Field Training Officers, trainees, the program, job and Sheriff's Office.

The Field Training Supervisor is responsible for the assignment and rotation of all trainees. He/she shall see that the trainee is exposed to all shifts and areas of the county as much as possible.

Finally, the Field Training Supervisor is responsible for keeping administration apprised of trainee progress and program deficiencies.

The Field Training Supervisor oversees and evaluates the quality and consistency of training provided by the Field Training Officers. There should be no hesitance on the part of the Field Training Supervisor to criticize, praise or provide guidance to Field Training Officers.

The Field Training Officer will act as a liaison with the Field Training Supervisor, advising him of any ongoing problems and condition of the program.

The Field Training Supervisor is responsible for conducting inspection of trainees and Field Training Officers to ensure compliance with appearance, conduct and performance standards.

The Field Training Supervisor must make routine contact with each trainee in the field on a regular basis. This is very important in that it assures the trainee that he/she is a part of a larger team and their progress is being constantly monitored.

The Field Training Supervisor is responsible for developing and forwarding his/her recommendation for termination, extension in the program, or release for solo assignment.

DUTIES AND RESPONSIBILITIES OF THE FIELD TRAINING OFFICER

The FTO has many roles that he/she must assume during this program. The two most important roles are:

1. Patrol Officer
2. Field Training Officer

A FTO must maintain his/her performance level as each one of these roles is called on him to perform. Sometimes these duties are modified because of training requirements, but the FTO must be able to assume quickly the role of a zone officer when needed.

While the FTO is functioning as a zone officer, he/she must also train the new officer. This is a trying situation and quite stressful at times.

When acting as a training officer, the FTO has the following duties:

Supervision: The FTO often acts as a supervisor. The trainee will make mistakes, and these mistakes are to be addressed and corrected during the training phase.

Training: The most obvious function of a FTO is that of a teacher. The teaching role may, and in some instances does, occur in the field under actual conditions. There may be other times when teaching occurs over a cup of coffee or during casual conversations. Teaching may also occur in classroom environment using lesson plans and audio-visual aids. The fact is the FTO will spend most of his/her time teaching, even when it does not appear to be an obvious activity.

Evaluation: The FTO in the role of a teacher is also an evaluator. He/she must use and develop skills to determine if learning is occurring and whether or not remedial training is necessary. Evaluation skills are of valued importance in this program. If the FTO cannot evaluate, then he/she cannot train. Evaluation is accomplished by the use of daily observation reports; the standardized guidelines; bi-weekly evaluations; and the use of worksheets, remedial training, evaluation sessions, and verbal feedback. The principle element of effective evaluation is objectivity. The principle goal of evaluation is documentation.

Researching: The FTO must not only be able to identify remedial training needs but also be able to provide that remediation in most instances. He/she must be able to use or identify the proper resources to bring about the desired learning. This aspect of the job is time consuming, but is a primary aspect of the training system.

Counseling: The FTO will often be placed in a situation where he/she becomes the problem solving source for the trainee. This may include the trainee's personal problems as well. Normally, this is best accomplished through counseling. The FTO must develop the skill to help the trainee solve his/her own problems. By being allowed to "talk it out" and by gently guiding him/her through his/her "crisis", many of the trainee's problems can be solved. Empathy in a FTO is imperative.

Staff / Administrative Activity: On occasion, FTO's will be called upon to perform some staff duties. These may include reorganization of program functions, a teaching assignment, or another necessary duty which would help improve the Suwannee County Sheriffs' Office and the program.

Inspecting: The FTO is responsible for the inspection of the trainee's uniform and equipment as well as approval of all paperwork. Discrepancies may also be brought to the FTO's attention by a Supervisor for correction by the FTO or trainee.

Disseminating Information: The FTO must make sure his/her trainee is receiving all necessary information. He/she is also responsible for making sure the trainee records this information and has it available upon request.

Being a good role model: As mentioned in the Field Training Supervisor's duties, the FTO must be a positive role model. This is done by maintaining a professional demeanor and appearance; adhering to rules and regulations; and having a positive attitude toward the Sheriff's Office, the Field Training Program, the job and the trainee.

Recommending: The FTO is responsible for the initial recommendation for extension, termination, or release to solo assignment. The decision to terminate will be made at a higher level, but it is up to the FTO to bring this matter into focus. If an FTO believes, for instance, that a trainee should be terminated but fails to document, remediate, further document, and finally, make the recommendation; the probability is that the trainee will not be terminated. Neither the Field Training Supervisor nor Chief Deputy will make the FTO's decision for him/her. This is a responsibility the FTO is made aware of upon entering the program, and it will remain his/hers to carry out.

It would be impossible to list every conceivable aspect of the FTO's role in this manual. They change hourly or by the minute. FTO's must be flexible and able to change as the challenge changes; otherwise, the trainee, the program, and the Sheriff's Office will suffer. A weak FTO can disrupt the entire training process. A great deal of trust and responsibility go with this assignment, and each member of the Field Training and Evaluation Program must be willing to accept it.

QUALIFICATIONS FOR FIELD TRAINING OFFICER

Any successful program is dependent upon the people who will be administering it and without their full cooperation the program is destined to fail. In determining the qualifications for a Field Training Officer (FTO), it is important that they are properly motivated, trained and have a desire to instruct. With this in mind, the following qualifications are needed for acceptance in the Suwannee County Sheriff's Office Field Training Program.

1. Volunteer
2. Above average knowledge of Suwannee County Sheriff's Office policies, procedures, and ability to perform job task
3. Good attitude towards job and Office
4. Instruction ability
5. Good appearance
6. At least two years service with the Suwannee County Sheriff's Office
7. Approval of the Field Training Supervisor, Chief Deputy or Sheriff
8. Skill in interpretation relationships
9. Knowledge of training responsibilities
10. Completion of C.J.S.T.C. sanctioned 40 hour program for Field Training Officers

THE EVALUATION PROCESS

The primary goal of the Field Training Officer Program is to provide the Suwannee County Sheriff's Office and the people it serves, with a Deputy Sheriff who can competently and safely perform his/her duties. This goal can be attained by means of placing the recruit Deputy with a well-trained and competent Field Training Officer. The Field Training Officer must develop a good objective relationship with the recruit to ensure that he/she can teach, counsel, and create a change in the behavior, or performance of the recruit, if there is a need.

The Field Training Officer must be able to objectively evaluate the recruit's behavior and performance, and then deal with problems and shortcomings in an open manner. This should create less resentment. The Field Training Officer has the authority to correct unsatisfactory performance, but the method of dealing with the problem should not be high-handed. The Field Training Officer should keep an open mind to suggestions by other Field Training Officers and supervisors, to improve his/her relationship or performance in the Program.

The Field Training Officer should discuss strengths and weaknesses in the recruit Deputy's behavior and performance. The Field Training Officer should ask for feedback from the recruit Deputy and respond to any need observed to strengthen the communication between Field Training Officer and recruit.

The standards utilized in this program should be applied to the recruit with respect to having no prior law enforcement experience or formal criminal science education. The recruit Deputy should be judged against his/her peer group.

If a bias becomes apparent, the Field Training Officer should discuss this with the Field Training Supervisor. Such problems should be handled as openly as possible to prevent misunderstanding and resentment. It is well known that some personalities are just not compatible under given circumstances. This must be overcome to ensure fair and equal treatment is given to the recruit Deputy.

In the implementation of this Program, it is apparent that the utilization of standardized guidelines is essential. The adoption of such guidelines has not been done without many considerations.

The application of standards requires that those enforcing such standards be well above them. The standardized guidelines utilized in the Field Training Officer's Program are to be applied to the recruit Deputy's performance and behavior in respect to experience in Law Enforcement, as if he/she had no prior experience. Further, the recruit Deputy's performance, while in the Field Training Officer Program is subject to evaluation, and the additional stress that may be created should be considered in judging the recruit's performance.

DAILY OBSERVATION REPORTS

A Daily Observation Report completed by the Field Training Officer at the end of the shift, provides the essential information to ensure administrative control over the relative progress of each recruit officer.

Observations made by the Field Training Officer are entered on the form along a seven point continuum, from not acceptable by the Field Training Officer's standards "1" to superior by the Field Training Officer's standards "7". Midpoint on the scale being the minimum acceptable level "4". Specific narrative comments are required for all "2" or less or "6" and above.

Acceptability or non-acceptability by Field Training Officers Program standards is graduated in terms of "satisfactory, novice solo Deputy's performance" For rating purposes, a novice solo Deputy is a recruit with no prior law enforcement experience, who can safely and skillfully work a patrol area alone after completing the recruit basic school and Field Training Officer Program. Standards for acceptable and non-acceptable performance are defined in greater detail in the "Standardized Evaluation Guidelines" section of this manual. The Daily Observation Form includes 29 measurable behaviors, which are subdivided into five areas: 1- critical performance task, 2- frequent and other performance tasks, 3- knowledge, 4- attitude/relationships, and 5- appearance. The specific behaviors listed are the results of analysis of other Field Training Programs and their design.

In addition to specific narrative comments rated as either "2" or less and "6" and above, the Field Training Officer is required to identify and describe the "most acceptable" and the "least acceptable" performance of the duty day.

The basis of this requirement is that some days may not result in performance which deserved either "2" or less or "6" and above ratings; thus no written statements are available for determining progress and to aid in evaluation.

Likewise on duty days, which resulted in one or more "2" or less or "6" or above ratings, the Field Training Officer should select that particular performance which he/she thinks best describes the "most acceptable" and the "least acceptable" performance. The Field Training Officer shall have the option and is urged to make additional comments he/she feels would aid in the evaluation of the recruit Deputy. Finally, all observation reports are to be signed by the Field Training Officer and the recruit Deputy.

Specific comments are required when the rater checks "N.R.T." (not responding to training" column of the evaluation form. The column is used to reflect performance deficiencies which continue to occur after training.

A potential problem in the evaluation system for those recruits maintaining a "6" or "7" level degree of proficiency is the amount of redundant narrative written. Because of this the following solution was derived.

The Field Training Officer will not be required to be specific with items in which an individual has achieved the "6" or "7" level, if the recruit is maintaining that high level of performance.

On routine days when nothing extraordinary has happened and the recruit Deputy is beyond the phase of training, a "routine day" entry in the "most" and "least" acceptable performance of the day may be utilized. However, this entry is not to be counted.

Evaluations in the "1" or "2" level still require specific narrative.

SCALE VALUE APPLICATION

Perhaps the most difficult task facing the rater is the application of the numerical rating that represents the behavior he is evaluating. The rater's dilemma usually involves his philosophy versus another who is right. The following explanation should clarify the issue and ease the concern of the rater and the ratee.

The first principle of value application that must be accepted by all of us in we each have a different perception on everything in the life experience. While a standardization of ratings is an acute necessity, an attempt to standardize perceptions is doomed to failure at the start. For example, Field Training Officer "A", based upon a prior negative experience of his own, sees a recruit's exposure of his weapon to a suspect as worth a "1" rating (officer safety – suspects / suspicious person / prisoners), while Field Training Officer "B" may see the same behavior as worth a "3". Should we (or the recruit) really be concerned? Our answer is no! As long as both officers see the performance as "unacceptable" under the guideline noted. A lack of standardization occurs when one Field Training Officer sees the performance as "unacceptable", scale values "1, 2, or 3" and the other sees the same behavior as "acceptable", scale values "4, 5, 6, or 7". In summary, then we have no difficulty accepting differences in officer's perception unless these perceptual differences vary between "unacceptable" and "acceptable" ratings for the same behavior.

The second principle that is important to grasp is the value assigned to performance wherein remedial efforts have been undertaken and the recruit is not responding to training. A trainee who performs at a less acceptable level might be assigned "1, 2, or 3" for that task. The Field Training Officer is under an obligation to reiterate the mistakes and assess the recruit's performance when he has the opportunity to do so again. If the Field Training Officer has retained, and the recruit continues to fail, a reduction in the scale value might seem contradictory if the recruit does not do worse than before. The "N.R.T." (not responding to training) section of the report form allows the Field Training Officer to report continued failure and the failure on the part of the recruit to improve, all the while maintaining the integrity of the rating first given.

An "N.R.T." is an indication, then, of a problem that has occurred in the past; that has been the object of appropriate remedial efforts, and the remedial efforts have not produced the desired results. A rating of "N.R.T." might be likened to the waving of a "red flag" in that the recruit is in danger of failing the Field Training and Evaluation Program, unless his performance improves in that particular area.

DAILY OBSERVATION REPORT

The Daily Observation Report (DOR) is completed each day by the Field Training Officer. This report is a permanent record of the trainee's progress as well as problem areas and remedial efforts to resolve them. The DOR is normally completed and discussed with the trainee just before, or at the end of each shift. The DOR reflects five major areas which are divided into twenty-nine categories. These categories cover the range of skills necessary to become a proficient Deputy Sheriff. By the end of the program, the trainee is expected to master these skills to a minimum acceptable level of "4" per the Standardized Evaluation Guidelines. A trainee's performance may be evaluated through actual performance of a particular skill or by verbal, written or simulated testing.

The initial information is self-explanatory:

1. Daily Observation Reports are numbered sequentially from the first day of training. A DOR will be completed for each of the 46 shifts in the Field Training Program. If a non-training day or an absence occurs, a DOR is still completed noting the reason for no rating (limbo, sick, ect.)
2. The duty assignment for that particular day is noted.
3. The phase assignment for the particular trainee is indicated.
4. The zone, type of assignment or reason for no rating for that shift is listed.
5. "R.T." refers to Remedial Time. Any time spent as remedial training which exceeds fifteen minutes shall be recorded in the box adjacent to the respective category. If less than fifteen minutes, a check only shall be placed in the appropriate box.
6. A numerical rating, according to the Standardized Evaluation Guidelines, shall be recorded in each observed performance category. "1", "4", and "7" are defined behavioral terms for each category. "2", "3", "5", and "6" are included to allow the Field Training Officer to indicate performance that does not exactly fit a definition provided by the guidelines, but is more like one of the anchor definitions than the other. This rating scale is a fixed scale, with behavioral anchors identified. While a Field Training Officer has much latitude in application of the various "degrees" of performance, it must be remembered that any rating less than a "4" means improvement is needed by a trainee in that particular category. A "4" means improvement is needed by a trainee in that particular category. A "4" or above means that the trainee's performance is "acceptable" to "superior" by Field Training and Evaluation Standards. Narrative comments are encouraged on the reverse side of the DOR for any ratings less than "3" or more than "5".
7. The score recordation column. This column of boxes has a two fold purpose. At the end of shift the numerical ratings are transferred to these boxes by the trainee. This serves to reinforce the ratings given by the FTO. Secondly, once the numbers are placed into this column, it is an easy task to complete "charting" by placing the chart next to the corresponding boxes and transferring the numbers onto the chart.

8. "N.O." means Not Observed and refers to any activity listed on the front of the evaluation which the FTO did not observe sufficiently to rate. A check mark of some sort is all that is required here.
9. "N.R.T." means Not Responding to Training. A rating shall be given as well as mark in the N.R.T. column for that particular category. An N.R.T. is given when a trainee, after having been instructed in a task enough times that improvement or accomplishment is expected, fails to improve or "fails to respond to training". A N.R.T. shall be preceded by remedial efforts. This notation on a DOR is a red flag that serves to give the trainee notice that unless improvement is forthcoming, a final result may be termination.
10. Total time of remedial training for the particular evaluation day. This number represents the total time estimated as spent on remedial training for the day and will include all the time recorded in the "R.T." column. Remedial training efforts and formal remedial plans should be explained in the narrative on the reverse side of the DOR.
11. The most satisfactory area of performance is that area in which the trainee did his or her best performance according to the FTO's opinion. This does not have to necessarily be the highest rating of the shift. It could be that a level "3" performance would be considered the "best" performance of the day if the trainee had been given "1's" and "2's" until this point.
12. A documented account of the incident listed in number "11" above.
13. The least satisfactory area of performance is that area in which the trainee performed poorest during the shift. The FTO is required to narrate this section.
14. "CAT. NO." refers to the category number that is being explained in the narrative. Specific documentation is necessary for particular categories receiving high or low ratings. The category number should be placed in this column followed by the narrative in the space provided to the right. It can also be used to continue narration begun in the most/least satisfactory sections.
15. The trainee is required to sign the evaluation. A signature here means that this evaluation has been discussed with the trainee and not necessarily that the trainee agrees with the ratings and comment thereon.
16. Field Training Officer signature.
17. Field Training Supervisor indicates that this DOR has been reviewed.

1. The Field Training Officer is your immediate "Supervisor". You will follow his/her directions/orders at all times during any law enforcement incident. If you have any questions regarding the actions he/she has asked you to take, discuss them with the Field Training Officer when the incident has been brought to a conclusion.
2. If at any time, you and the Field Training Officer do not agree and cannot resolve the dispute, both will report to the Field Training Supervisor. If he is not available and the situation cannot wait, it may be taken to Chief Deputy.
3. It is your responsibility to know at all times if you are not making satisfactory progress in your training. The Field Training Officer will be keeping documentation on a daily basis of your progress, strengths, and/or weaknesses.
4. I understand that I must satisfactory complete the Field Training Program.

Recruit Deputy Signature

Date

I have explained the above items to Recruit Deputy

Field Training Officer Signature

Date

Field Training Supervisor Signature

Date

NOTICE OF UNSATISFACTORY PERFORMANCE / PROGRESS

The FTO Formal Notice of Unsatisfactory Performance / Progress is an instrument completed by the Field Training Officer and given to the trainee to notify him/her of deficiencies and recommend strategies to correct those "Specific Problems". A specific number of days are given for improvement or re-phasing, or even termination may be recommended, if specific improvement is not noted.

1. List in a clear, concise manner, the problems experienced by the trainee.
2. Clearly describe the remedial action to be taken.
3. Follow up by making written comments after the number of days noted for follow up. If no is answered to most of the follow up questions, termination request will be likely.
 - a. Has the trainee's performance improved since receiving notice?
 - b. Has the trainee's performance improved through your recommended remedial training?
 - c. If so, to the point of satisfaction?

If an FTO feels that more remedial documentation is required, he may in addition to the unsatisfactory report, use a Field Training Worksheet to document remedial time.

4. Check to see if the trainee has satisfactorily completed any assignments given.

PROCEDURES FOR RECOMMENDING TERMINATION OF EMPLOYMENT

If at any time while a Recruit Deputy is assigned to the Field Training and Evaluation Program, and it is concluded that the Recruit Deputy will not develop into a successful Deputy, because of lack of interest, ability or poor conduct, or because of inefficiency or incompetency, the Field Training Officer shall file such report. The current Field Training Officer, Field Training Supervisor, or Chief Deputy is responsible to complete the memorandum.

The memorandum shall summarize the Recruit Deputy's performance, and shall include conclusions concerning retention or dismissal, and shall reflect the positive as well as the negative aspects of the Recruit Deputy's performance. The memorandum shall be held in strict confidence and should be typed by someone known for their ability to maintain confidentiality.

The memorandum should be directed to the Sheriff of Suwannee County.

Although the Field Training Officer is encouraged to continually keep the Recruit Deputy apprised of his performance, it is not the Field Training Officer's role to notify the Recruit Deputy of his impending termination even though the Field Training Officer recommends such action be taken. The Field Training Supervisor is responsible for notifying the Recruit Deputy of the intention to recommend his/her termination from the office.

After the Recruit Deputy is informed of his pending termination from the office, he/she shall be informed of his alternatives of termination or resignation. Even though the Recruit Deputy may elect to resign, then or any other time in the Program, all memorandums and other reports/evaluations shall be maintained in his or her file for possible future reference.

The Field Training Supervisor shall submit the formal recommendation for termination to the Chief Deputy or Sheriff.

Conclusion

The Field Training Program is an extremely regimented Program. The amount of paperwork is consuming and must be articulate. The training process is never ending and requires constant update and revision. The ultimate goal is to develop the trainee into a well trained professional Deputy Sheriff.

The following is a list of why the Suwannee County Sheriff's Office has adopted this training regimen:

1. Increased support for management and administrative policies
2. The possibility of negligent retention and negligent admissions complaints is reduced.
3. Dollars are saved if the non-qualified people are no longer retained in the organization.
4. Agency wide standardization of procedures, training and evaluation is developed.
5. Individual competency is identified for promotional purposes. Supervisory skills are practiced by line personnel before promotion.
6. Another career path is created for the line officer.
7. Officers are motivated through increased involvement in decision making and the creation of a participating climate.
8. The trainee "gets up to speed" faster than before through effective job training.
9. The Field Training Officer becomes a more capable, more knowledgeable and safer employee as a result of his/her "role model" responsibilities.

SUWANNEE COUNTY SHERIFF'S OFFICE F.T.O. WORKSHEET_____
Trainee_____
Date_____
Phase**Problem Area:**

Define the specific problem area, give examples, and describe training already conducted.

Training Assignment:

Describe the assignments given to the trainee to correct the above problem.

Follow-up _____

Date Due _____ Satisfactory Completion? Yes _____ No _____

Date turned in _____ Additional Assignment? Yes _____ No _____

Comments:

Field Training Officer Signature_____
Recruit Deputy Signature

SUWANNEE COUNTY SHERIFF'S OFFICE FIELD TRAINING AND EVALUATION PROGRAM

REQUEST FOR EXTENSION OF TRAINING FOR RECRUIT DEPUTY

Recruit Deputy: _____

Date: _____ Field Training Officer: _____

Describe weakness or deficiency: _____

Describe corrective action taken and results: _____

Describe remedial training plan to be followed during extension:

Date: _____ Field Training Officer: _____

Field Training Officer

Date

Field Training Supervisor

Date

AFFIDAVIT OF COMPLETION

I have been instructed in and understand all items in the Field Training Guide.

Signature of Recruit Deputy

Date

Reviewed by:

Field Training Officer

Date

Field Training Supervisor

Date

USE OF DEADLY FORCE

My weapon is a defensive weapon. Therefore, I am justified in using the weapon with which I am armed to apply deadly force only under conditions of absolute necessity. If such is the case, I can use deadly force only:

- To protect myself, if I reasonably believe that I am in immediate danger of death or serious bodily harm.
- To protect others, if I observe and am reasonably sure that they are in immediate danger of death or serious bodily harm.
- To prevent the escape of a suspect reasonably believed to have committed a crime of violence which endangered human life, when other means of apprehension are not reasonably available, and I have reasonable grounds to believe that such escape may result in the commission of further violent crimes endangering human life.

Deadly force will be employed only in situations endangering human life. I have been briefed and instructed in the Suwannee County Sheriff's Office policy on deadly force and have read and fully understand the above instructions.

Recruit Deputy's Name

Recruit Deputy's Signature

Date

Field Training Officer's Name

Field Training Officer's Signature

Date

END OF PHASE REPORT

Recruit Deputy

Field Training Officer

Date

Phase #

Instructions: With reference to the scale below, compute the average Recruit Deputy in each category for each phase. Rate the performance you observed in the areas provided, give the minutes of remedial training of the phase. On the back, comment on the Recruit Deputy's most and least acceptable performance of the phase. Next, indicate if you counseled the Recruit Deputy of any specific deficiencies and the remedial training planned. Finally, indicate the Recruit Deputy's overall progress to date. This is to be signed by both the Recruit Deputy and the Field Training Officer then forwarded to the Training Division through the indicated chain.

Field Assignment: _____

Shift Worked: _____

Categories

CRITICAL PERFORMANCE TASKS**RATING SCALE**N.O.N.R.T

1. Driving Skill: Stress Conditions	1	2	3	4	5	6	7		
2. Orientation Skill Under Stress Conditions	1	2	3	4	5	6	7		
3. Field Performance: Stress Conditions	1	2	3	4	5	6	7		
4. Officer Safety: General	1	2	3	4	5	6	7		
5. Officer Safety: with suspicious persons / prisoners	1	2	3	4	5	6	7		
6. Control of Conflict: Voice Commands	1	2	3	4	5	6	7		
7. Control of Conflict: Physical Skills	1	2	3	4	5	6	7		

FREQUENT AND OTHER PERFORMANCE TASKS

8. Driving Skill: Non-Stress Conditions	1	2	3	4	5	6	7		
9. Orientation Skill: Non-Stress Conditions	1	2	3	4	5	6	7		
10. Proper Form Selection: Accuracy / Completeness	1	2	3	4	5	6	7		
11. Report Writing: Organization / Details	1	2	3	4	5	6	7		
12. Report Writing: Grammar / Spelling / Neatness	1	2	3	4	5	6	7		
13. Report Writing: Time Used	1	2	3	4	5	6	7		
14. Field Performance: Non-Stress Conditions	1	2	3	4	5	6	7		
15. Self-Initiated Field Activity	1	2	3	4	5	6	7		
16. Problem Solving / Decision Making Ability	1	2	3	4	5	6	7		
17. Radio: Appropriate Use of Communication Codes	1	2	3	4	5	6	7		
18. Radio: Listens and Comprehends Transmissions	1	2	3	4	5	6	7		
19. Radio: Articulation of Transmission	1	2	3	4	5	6	7		

KNOWLEDGE**RATING SCALE**

N.O.

N.R.T

20. Of Department Policies and Procedures										
21. Of Florida Statutes – Criminal	1	2	3	4	5	6	7			
22. Of Florida Statutes – Traffic	1	2	3	4	5	6	7			
23. Reflected in Verbal or Written Test	1	2	3	4	5	6	7			
24. Reflected in Field Performance Test	1	2	3	4	5	6	7			

ATTITUDE / RELATIONSHIPS

25. Acceptance of Feedback: Verbal Behavior	1	2	3	4	5	6	7			
26. Attitude Toward Law Enforcement Work	1	2	3	4	5	6	7			
27. With Citizens	1	2	3	4	5	6	7			
Specify if necessary: _____										
28. Other Relationships: FTO / Sergeant / Lieutenant	1	2	3	4	5	6	7			

APPEARANCE

29. General Appearance	1	2	3	4	5	6	7			
Specify if necessary: _____										

(_____) minutes of remedial training (explain under additional comments)

ADDITIONAL COMMENTS

Most acceptable area(s) of performance of the phase : _____

Least acceptable area(s) of performance of the phase : _____

Has the recruit Deputy been counseled on his/her deficiencies? Yes No (circle)

Have these deficiencies required remedial training? Yes No (circle)

If yes, please explain: _____

The Recruit Deputy is in his/her _____ phase of training. In your judgment, this recruit officer is actually in the _____ phase in terms of performance.

Field Training Officer

Recruit Deputy

Field Training Supervisor

Date

SUWANNEE COUNTY SHERIFF'S OFFICE
FIELD TRAINING DAILY OBSERVATION REPORT

Trainee's Last Name, First Initial	I.D.	FTO's Last Name, First Initial	I.D.	Date
------------------------------------	------	--------------------------------	------	------

Rating Instructions: Rate observed behavior with reference to the scale below. Comment on the most and least satisfactory performance of the day. Comment on any behavior you wish, but a specific comment is required on all ratings of "2" or less and "6" and above. Check "N.O." box if not observed.
 If trainee fails to respond to training, check "N.R.T." box and comment.

Shift Worked:	
FTO Phase:	

RATING SCALE**Appearance**

	1	2	3	4	5	6	7	N.O.	N.R.T
1 General appearance									

ATTITUDE

2 Acceptance of feedback – FTO / Program	1	2	3	4	5	6	7		
3 Attitude towards law enforcement work	1	2	3	4	5	6	7		

KNOWLEDGE

4 Knowledge of department policies and procedures									
Reflected by verbal / written / simulated testing	1	2	3	4	5	6	7		
Reflected field performance	1	2	3	4	5	6	7		
5 Knowledge Florida Statutes – Criminal									
Reflected by verbal / written / simulated testing	1	2	3	4	5	6	7		
Reflected field performance	1	2	3	4	5	6	7		
6 Knowledge of County ordinances									
Reflected by verbal / written / simulated testing	1	2	3	4	5	6	7		
Reflected field performance	1	2	3	4	5	6	7		
7 Knowledge Florida Statutes – Traffic									
Reflected by verbal / written / simulated testing	1	2	3	4	5	6	7		
Reflected field performance	1	2	3	4	5	6	7		
8 Knowledge of Codes of Criminal Procedure									
Reflected by verbal / written / simulated testing	1	2	3	4	5	6	7		
Reflected field performance	1	2	3	4	5	6	7		

PERFORMANCE

9 Driving Skill: Normal Conditions	1	2	3	4	5	6	7		
10 Driving Skill: Moderate and High-Stress Conditions	1	2	3	4	5	6	7		
11 Orientation / Response time to calls	1	2	3	4	5	6	7		
12 Routine Forms: Accuracy / Completeness	1	2	3	4	5	6	7		
13 Report Writing: Organization / Details	1	2	3	4	5	6	7		
14 Report Writing: Grammar / Spelling / Neatness	1	2	3	4	5	6	7		
15 Report Writing: Appropriate time used	1	2	3	4	5	6	7		
16 Field Performance: Non-stress conditions	1	2	3	4	5	6	7		
17 Field Performance: Stress conditions	1	2	3	4	5	6	7		
18 Investigative Skills	1	2	3	4	5	6	7		
19 Interview / Interrogation skill	1	2	3	4	5	6	7		

(continued on next page)

Page 2 of 3

DOR No. _____

SUWANNEE COUNTY SHERIFF'S OFFICE
FIELD TRAINING DAILY OBSERVATION REPORT

Trainee's Last Name, First Initial	I.D.	FTO's Last Name, First Initial	I.D.	Date
------------------------------------	------	--------------------------------	------	------

PERFORMANCE		RATING SCALE							N.O.	N.R.T
		1	2	3	4	5	6	7		
20	Self-initiated field activity	1	2	3	4	5	6	7		
21	Officer Safety: General	1	2	3	4	5	6	7		
22	Officer Safety: with suspicious persons / prisoners	1	2	3	4	5	6	7		
23	Control of Conflict: Voice Commands	1	2	3	4	5	6	7		
24	Control of Conflict: Physical Skills	1	2	3	4	5	6	7		
25	Problem solving / Decision making	1	2	3	4	5	6	7		
26	Radio: Appropriate Use of Communication Codes	1	2	3	4	5	6	7		
27	Radio: Listens and Comprehends Transmissions	1	2	3	4	5	6	7		
28	Radio: Articulation of Transmission	1	2	3	4	5	6	7		

RELATIONSHIPS		1	2	3	4	5	6	7		
29	With citizens in general	1	2	3	4	5	6	7		
30	With ethnics groups other than own	1	2	3	4	5	6	7		
31	With other department members	1	2	3	4	5	6	7		

_____ Minutes of Remedial Training

(Explain remedial plans)

1. Set the stage / scene
2. Use lists as appropriate
3. Consider verbatim quotes
4. Remember your audience

5. Report facts
6. Critique performance
7. Check spelling, grammar, etc.
8. Think remedial!

OFFICER SAFETY		Explained Demonstrated			Practiced Understood		
		FTO	Date	RD	FTO	Date	RD
1.	Never go 10-97 without your backup when one is assigned, unless an immediate life threatening situation dictates otherwise						
2.	Check the back set of the police vehicle at the beginning of the shift and anytime anybody is placed in the backseat for any reason						
3.	Never allow anyone to stand at your window while you are seated in your patrol car						
4.	Maintain a safe distance when interviewing person, using the field interview stance						
5.	Never turn your unprotected gun side towards anybody						
6.	Check your firearm and equipment on a daily basis						
7.	Never stand between vehicles during a traffic stop						
8.	Never stand in a lane of traffic while conducting traffic stops						
9.	Search or pat down everybody that is placed in the back seat of your vehicle, including those who were presumably searched by another officer						
10.	Never hold anything in your gun hand when it is not necessary						
11.	Pat down everybody interviewed under suspicious circumstances						
12.	Never stand with your hands in your pockets						
13.	When interviewing persons never allow them to stand with their hands in their pockets						
14.	Never stop suspicious vehicles, persons, or make traffic stops without first advising dispatch through proper procedures						
15.	Carry your flashlight when investigating dark areas						
16.	Turn on your parking lights upon going 10-97 on calls, except in tactical situations						
17.	Never place any objects such as articles taken from suspects, your flashlight or baton, ect... in easy reach of persons being searched or interviewed						
18.	Never violate firearm safety rules						
19.	Drive safely at all times, in both stress and non-stress situations						
20.	Other violation						

OFFICER SAFETY VIOLATION FORM

You have violated the principles of Officer Safety by exhibiting behavior/action that is UNSAFE.
Continued violations of Officer Safety will result in progressive disciplinary action.

Violation (# _____):

Remedial Training / Action Taken:

Recruit Deputy's Comments:

Recruit Deputy's Signature

I.D. #

Date

Field Training Officer's Signature

I.D. #

Date

Field Training Supervisor's Signature

I.D. #

Date

Chief Deputy's Signature

I.D. #

Date

EXPLAINED DEMONSTRATED			PRACTICED UNDERSTOOD		
FTO	DATE	RD	FTO	DATE	RD

TOUR OF FACILITIES

a.	SHERIFF'S OFFICE, CRIMINAL DIVISION					
b.	SHERIFF'S OFFICE, COURTHOUSE					
c.	CIVIL DIVISION – WARRANTS DIVISION					
d.	BULLETIN BOARD					
e.	DISPATCH					
f.	TELEPHONE DIRECTORY					
g.	PARKING FACILITIES					
h.	EVIDENCE AND STORAGE					
i.	RECORDS DIVISION					

MEETING

a.	DEPARTMENT MEETING					
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ADMINISTRATIVE

a.	DAYS OFF – COMP TIME					
b.	ANNUAL LEAVE – HOLIDAYS, COURT TIME, EXTRA DUTY, SICK LEAVE					
c.	AVAILABILITY OF PERSONNEL, STAND-BY STATUS					
d.	PUBLIC RELATIONS					
e.	CONFLICT OF INTEREST					

General Rules, Regulations, and Policies

a.	MANUAL OF RULES AND REGULATIONS					
b.	GENERAL ORDERS					
1.	Use of deadly force					
2.	Use of weapon					
3.	Weapons policy					
4.	Emergency runs					
5.	Vehicle pursuit					
6.	Use of lights and siren					
7.	Release of information to the media					
8.	Dress code					
9.	Special orders					
10.	Read manual of General Orders and Procedure					

REMARKS:

Explained Demonstrated			Practiced Understood		
FTO	Date	RD	FTO	Date	RD

RADIO COMMUNICATIONS

- a. RADIO CODES
- b. PHONETIC ALPHABET
- c. CODE DISPOSITION
- d. CHANNELS UTILIZED AND PURPOSE
- e. MICROPHONE POSITION
- f. VOICE LEVEL
- g. CONSCIOUSNESS STATUS OF OTHER UNITS
- h. CHECK RADIO WHEN LONG PERIODS OF SILENCE
- i. IMPORTANT TRANSMISSIONS HAVE PRIORITY
- j. KEEP DISPATCHERS INFORMED OF STATUS AT ALL TIMES

COMMON ERRORS

- a. THINKING ON THE RADIO
- b. CUTTING OFF TRANSMISSION
- c. EMOTIONS ON RADIO
- d. JAMMING – “WALKING ON OTHER PEOPLE”
- e. TALKING TOO MUCH
- f. USING FIRST NAMES INSTEAD OF NUMBER
- g. AUTHORITY OF COMMUNICATIONS SHIFT SUPERVISOR AND DISPATCHERS

PATROL VEHICLE MAINTENANCE CHECK

- a. ALL LIGHTS
- b. HORN – SIREN
- c. BRAKES
- d. FUEL / OIL LEVELS
- e. WHEELS / TIRES
- f. WINDSHIELD WIPERS
- g. CHECK FOR FRESH DAMAGE

REQUIRED EQUIPMENT

- a. FIRE EXTINGUISHER
- b. SHOTGUN
- c. SPARE TIRE AND JACK
- d. DOOR UNLOCKING TOOL
- e. CRIME SCENE TAPE

FACILITIES FOR GAS AND MAINTENANCE

- a. FUEL AND OIL PUMP PROCEDURES

--	--	--	--	--	--

Explained Demonstrated			Practiced Understood		
FTO	Date	RD	FTO	Date	RD

PROPER VEHICLE OPERATIONS**a. OFFICER SETS THE EXAMPLE**

1. Speed
2. Obeying traffic laws
3. Backing
4. Driving defensively
5. Parking – remove keys, lock doors
6. Use of headlights
7. Driving in inclement weather
8. Unsecured items in patrol car

b. ROUTINE CALL RESPONSE**c. EMERGENCY CALL RESPONSE**

1. What constitutes an emergency
2. Authorization
3. Use of blue lights
4. Liability

d. PURSUIT DRIVING

1. General Order

ARRESTS**a. DEFINED**

1. With a warrant
2. Knowledge of warrant
3. Offence committed in officer's presence
4. Freshly committed misdemeanor (Exclusionary Rule) outside officer's presence
5. Knows a felony has been committed – Reasonable grounds to believe suspect did it

b. USE OF FORCE

1. Amount authorized
2. Resisting arrest
3. Proper documentation when force is used
4. Deadly force

c. ARREST PROCEDURES

1. Advise subject that they are under arrest
2. Proper cuffing

d. SEARCH

1. Male
2. Female
3. Area to be searched

		Explained Demonstrated			Practiced Understood		
		FTO	Date	RD	FTO	Date	RD
e.	TRANSPORTATION OF PRISONERS						
1.	Seatbelts						
2.	Juveniles/Adults not transported together						
3.	Opposite sex give beginning and ending mileage and destination						
f.	INTERROGATION						
1.	Advising of rights and waiver						
2.	No promises, use of force, or coercion						
3.	Statement taking						
g.	ARREST PROCEDURES						
1.	Warrants						
2.	Prisoner security						
3.	Detention						
4.	Case number to be given to booking						
h.	PROCEDURES FOR ARRESTING PERSONS WANTED BY OTHER AGENCIES						
1.	Confirmation						
i.	MECHANICS OF ARREST						
1.	How to search a male						
2.	How to search a female						
j.	PROPER HANDCUFFING TECHNIQUES						
1.	Speed-cuffing						
2.	Felon handcuffing						
PATROL PROCEDURES							
a.	TYPES OF PATROL						
1.	Residential / Suburban						
2.	Business / Industrial						
3.	Rural						
4.	Directed patrol						
5.	Extra patrol						
6.	House checks						
b.	COMMUNITY ORIENTED LAW ENFORCEMENT						
1.	Reactive vs. Proactive						
2.	Action plans						
3.	Crime watch						
c.	PRIMARY FUNCTIONS WHILE PATROLLING						
1.	Observation						
2.	Deterring illegal activity						
3.	Detecting						
4.	Serving						

		Explained Demonstrated			Practiced Understood		
		FTO	Date	RD	FTO	Date	RD
d.	MISC. COMMUNITY ASSISTING AGENCIES						
1.	Ambulances						
2.	Fire Departments						
3.	Animal Control						
4.	Humane Society						
5.	Women's Crisis Center						
e.	SPECIALTY TEAMS						
1.	Reserve Program						
2.	K-9 Unit						
3.	School Resource Program						
4.	S.W.A.T.						
f.	ESCORTS						
1.	Routine						
2.	Emergencies						
g.	REPORT WRITING						
1.	Importance of good note taking						
2.	Neatness and legibility						
3.	Spelling						
4.	Chronological documentation and completeness						
5.	Obtaining accurate description of persons and property						
6.	Methods of clearance						
7.	Follow-ups						
8.	Proof-reading reports						

TRAFFIC OPERATIONS ENFORCEMENT

a.	VIOLATOR CONTACT						
1.	Tell driver why you stopped him/her						
2.	Do not lecture, belittle or argue with driver						
3.	Answer any questions, be friendly						
b.	OPTIONS IN HANDLING						
1.	Warning – Written or verbal						
2.	Citation						
3.	Arrest						

RECOGNIZING VIOLATIONS

a.	MOVING VIOLATIONS						
1.	Too fast for conditions						
2.	Disregarding sign or signal						
3.	Reckless driving						
4.	Failure to stop for police vehicle						

		Explained Demonstrated			Practiced Understood		
		FTO	Date	RD	FTO	Date	RD
b.	EQUIPMENT VIOLATIONS						
	1. Brakes						
	2. Unsafe vehicle						
	3. Faulty equipment						
c.	PEDESTRIAN VIOLATIONS						
	1. Pedestrian drunk						
d.	OTHER VIOLATIONS						
	1. Operating uninsured vehicle						
	2. Driver's license violations						

DUI PROCEDURES

a.	ELEMENTS OF DUI						
	1. Court dates						
b.	ROADSIDE SOBRIETY TEST						
	1. Arrest – Don't Arrest						
	2. Vehicle tow or release						
	3. Notify B.A. Operator						
c.	TESTING						
	1. B.A.						
	2. Blood						
	3. Urine						
d.	IMPLIED CONSENT						
e.	FOURTH OFFENSE DUI						
f.	DOCUMENTATION OF EVIDENCE						

ROUTINE VEHICLE STOP

a.	SELECTION OF SITE FOR STOP						
b.	RADIO PROCEDURE						
c.	LIGHTS AND SIREN						
d.	VEHICLE POSITION						
e.	APPROACH						
f.	CONTACTING VIOLATOR						
g.	OFFICER POSITION						
h.	POSITIONING THE VIOLATOR						
i.	CHECK FOR WARRANTS, STATUS OF DL & VEHICLE						
j.	CLEARING THE CONTACT						

ACCIDENTS – GENERAL ORDER

a.	COUNTY INVOLVED VEHICLES						
	1. Do not move						
	2. Notify supervisor						
	3. Check for injuries						
	4. Don't admit any fault						
	5. Incident reports						

		Explained Demonstrated			Practiced Understood		
		FTO	Date	RD	FTO	Date	RD
b.	ROADWAY						
1.	Check for injuries						
2.	Notify FHP and/or Fire/Rescue						
3.	Traffic control						
ABANDONED VEHICLES							
a.	PUBLIC RIGHT OF WAY						
1.	Traffic hazard						
2.	Highway Department signs						
b.	PRIVATE PROPERTY						
UNIFORM TRAFFIC TICKETS							
a.	EXPLAIN DIFFERENT COPIES						
1.	Yellow copy to violator						
2.	White copy turned into records						
3.	Pink copy for Deputy's records						
b.	COURT DATES						
c..	LOST, DESTROYED OR VOIDED						

REMARKS:

Emphasize fact that any time a Deputy has a court date set, he will be there

Explained Demonstrated			Practiced Understood		
FTO	Date	RD	FTO	Date	RD

INFORMATION RESOURCES

a. RECORDS DIVISION					
1. Copies of reports and supplements					
2. Stolen property file					
3. County warrants					
b. DISPATCH					
1. Teletype					
2. FCIC / NCIC					
3. Vehicle registration					
4. Driver's License verification					
5. Contact with other agencies					
6. Taped recordings					
c. LEGAL ASSISTANCE					
1. State Attorney's Office					
d. INVESTIGATIONS DIVISION					
1. Pawn shop reports					
2. Stolen property files					
3. Juvenile records					
e. PUBLIC RELATION					

OFFICER RESPONSE / DEATH INVESTIGATIONS

a. NATURAL					
1. Notify EMS					
2. Notify supervisor					
3. Incident report					
b. MURDER / SUICIDE					
1. Notify EMS					
2. Protect crime scene					
3. Notify supervisor					
4. Separation of witnesses					
5. Detain suspects, if any					
c. AGGRAVATED ASSAULT & AGGRAVATED BATTERY					
1. Treatment of injuries, notify EMS					
2. Notify Supervisor					
3. Protect crime scene and evidence					
4. Statement taking / warrants					

SEX OFFENSES

a. NOTIFY EMS					
b. PROTECTION OF CRIME SCENE					
c. NOTIFY SUPERVISOR					
d. SEPARATION OF WITNESSES					
e. DETAIN SUSPECTS					

Explained Demonstrated			Practiced Understood		
FTO	Date	RD	FTO	Date	RD

ROBBERIES**a. APPROACH**

1. Silent-unseen; park vehicle out of sight; approach on foot
2. Observe business interior; suspicious vehicles or persons
3. Coordinate response and position of back-up units

b. PRELIMINARY INVESTIGATION

1. Ascertain status of call; have dispatch call business
2. If in progress. Do not confront suspect inside of business; keep location covered and radio information
3. Apprehension may be attempted when suspect exits the business
4. If already occurred initial responding unit remains on scene and all other units search area
5. BOLO suspect and vehicle
6. Protect crime scene and notify I.D.
7. Notify supervisor

BURGLARIES / PROWLER CALL**a. RESPONSE**

1. In progress
2. Already occurred

b. APPROACH

1. Proper back-up

c. EVALUATE SURROUNDINGS**d. PRELIMINARY INVESTIGATION**

1. Initial contact with complainant
2. Evaluate crime scene
3. Air additional information

e. CRIME SCENE RESPONSIBILITIES

1. Crime scene processing / I.D.
2. Notify supervisor when appropriate

ASSAULT AND BATTERY**a. RENDER AID / EMS****b. NOTIFY I.D.****c. STATEMENT TAKING****d. ESTABLISH SEVERITY FOR PROPER CHARGE****e. WARRANT PROCEDURE**

Explained Demonstrated			Practiced Understood		
FTO	Date	RD	FTO	Date	RD

DOMESTIC DISTURBANCE**a. APPROACH**

1. Vehicle positioning
2. Listening and advising
3. Safe approach and position at doorway
4. Scan area for weapons
5. Separate disputants
6. Arrest for Domestic Violence

b. PRELIMINARY INVESTIGATION

1. Responsibilities: Advise abused person of right to seek an injunction against domestic violence
2. Offer transportation to safe haven
3. Accompany abused person to obtain personal effects only with proper papers

c. ARREST AUTHORITY

1. Use common sense

d. PROTECTION FROM DOMESTIC ABUSE ACT; ORDER OF PROTECTION**e. MISCELLANEOUS DISTURBANCE CALLS**

1. Disorderly conduct calls
2. Breach of the peace

ALARMS**a. BANK**

1. Approach and cover
Responding units will request dispatchers to notify unit when telephone contact is made with an employee
3. If contact is not made, responding unit will monitor activity around bank
4. If contact is not made, the situation should be handled as a robbery in progress

b. OTHER ALARMS**MISSING PERSON / RUNAWAYS****a. PRELIMINARY INVESTIGATION**

1. Evaluating case
2. Obtaining photo and complete description
3. Broadcasting information
4. Checking possible whereabouts
5. Entry into FCIC / NCIC

Explained Demonstrated			Practiced Understood		
FTO	Date	RD	FTO	Date	RD

b. SMALL CHILD

1. Same as above
2. Notify supervisor
3. Begin immediate search
4. Request necessary assistance

c. RUNAWAYS

1. Status offense
2. Pick-up orders

CRIMINAL MISCHIEF

- a. FELONY PROPERTY
- b. MISDEMEANOR PROPERTY
- c. NOTIFY I.D. WHEN APPROPRIATE

TELEPHONE INCIDENTS

- a. THREATENING
- b. HARASSING
- c. OBSCENE
- d. WARRANT RESPONSIBILITIES

TRESPASSING

- a. NOTICE GIVEN
- b. AFTER NOTICE
- c. POSTED LAND

THEFT

- a. GRAND THEFT
- b. PETIT THEFT
- c. COMPLETE DESCRIPTION OF ITEMS TAKEN

SHOPLIFTING

- a. ELEMENTS OF
- b. RESPONSIBILITY FOR PROSECUTION
- c. TRANSPORTATION
- d. WARRANT PROCEDURES
- e. EVIDENCE

FIRE CALLS

- a. FIRE CHIEF IS IN CHARGE OF SCENE DURING ALL FIRE FIGHTING EFFORTS
- b. PROTECT CRIME SCENE; NOTIFY I.D.
- c. LOCATE WITNESSES
- d. VALUE OF BURNED PROPERTY
- e. ARSON INVESTIGATOR REQUEST PROCEDURE

Explained Demonstrated			Practiced Understood		
FTO	Date	RD	FTO	Date	RD

AUTO THEFT

a. ESTABLISH OWNER						
b. POSSIBLE REPOSSESSION						
c. NOTIFY DISPATCH OF BOLO						
d. ENTRY INTO FCIC / NCIC						
e. OBTAIN SIGNED AFFIDAVIT						
f. PROPER DESCRIPTION FOR REPORT						
1. How much gas						
2. Where were keys						
g. RECOVERY						
1. I.D. when appropriate						
2. Suwannee County						
3. Other jurisdictions						

FORGERIES OR WORTHLESS DOCUMENTS

a. ELEMENTS OF						
b. DETERMINE VICTIM/NAME ON CHECK						
c. COLLECTION OF EVIDENCE						
d. COUNTERFEIT MONEY JURISDICTION OF SECRET SERVICE						
e. CHECKS; IMPORTANCE OF CRIMINAL INTENT						
1. Insufficient funds						
2. Account closed						

WEAPONS VIOLATIONS

a. CARRY CONCEALED WEAPON						
b. CARRYING CONCEALED FIREARM						
c. SAW-OFF SHOTGUNS AND RIFLES						
d. DISCHARGING FIREARM INTO DWELLING						
e. RECKLESS DISPLAY OF FIREARM						
f. POSSESSION OF A HANDGUN BY A CONVICTED FELON						
g. POSSESSION OF A RIFLE OR SHOTGUN BY A CONVICTED FELON						

FOUND OR RECOVERED PROPERTY

a. DETERMINE OWNER						
b. ATTEMPT TO LOCATE OWNER						
c. PLACE IN PROPERTY / EVIDENCE ROOM						
1. Fill out proper form						
2. Evidence locker or impound area						

Explained Demonstrated			Practiced Understood		
FTO	Date	RD	FTO	Date	RD

BOMB THREAT**a. APPROACH**

1. See if supervisor is enroute
2. Turn off radio ¼ mile from incident location
3. Use telephone at scene to advise dispatch you have arrived
4. If confirmed, notify SRT commander

b. PRELIMINARY INVESTIGATION

1. Locate manager or responsible employee
2. Do not aid in search
3. Do not order an evacuation
4. If suspicious package is located, clear area of 300 feet
5. Documentation of evidence

KIDNAPPING / ABDUCTION**a. ESTABLISH VALIDITY****b. NOTIFY SUPERVISOR****c. LOCATE ANY WITNESSES****d. GATHER BOLO INFORMATION****e. PROPER DOCUMENTATION****VICE****a. METHODS OF HANDLING**

1. PROSTITUTION
2. GAMBLING

NARCOTICS**a. FIELD TESTING****b. APPROPRIATE CHARGES**

1. Simple possession vs. possession with intent to distribute
2. Trafficking

c. VEHICLE IMPOUNDMENT PROCEDURES**d. COLLECTION OF EVIDENCE****e. ANALYSIS****ALCOHOL RELATED OFFENCES****a. LICENSE VIOLATIONS****b. BEER, WINE****c. LIQUOR****d. AGE REQUIREMENTS****e. ON CALL ABT AGENTS**

Explained Demonstrated				Practiced Understood			
FTO	Date	RD		FTO	Date	RD	

CIVIL MATTERS

- a. NEIGHBORHOOD DISPUTES
- b. LANDLORD / TENANT DISPUTES
- c. BOYFRIEND / GIRLFRIEND DISPUTES
- d. BOUNDARY DISPUTES
- e. HUSBAND / WIFE DISPUTES

ANIMAL CALLS

- a. ANIMAL BITES
 - 1. Advise to seek medical attention
 - 2. Attempt to locate owner
 - 3. Advise owner of quarantine requirements
 - 4. Refer victim to animal control
 - 5. Incident report
- b. NUISANCE CALLS
 - 1. Barking dogs
 - 2. Stray or loose animals
 - 3. Vicious animals

DISASTERS / MAJOR EVENTS

- a. NOTIFY SUPERVISOR
- b. NOTIFY FIRE / EMS IF NEEDED
- c. PROTECT SCENE
- d. PROVIDE SECURITY

PROCEDURES FOR ID OF SUSPECTS

- a. PHOTOGRAPHS
- b. LINE-UPS
- c. MUG FILES
- d. IDENTI-KIT
- e. FINGERPRINTS
- f. COMPOSITE DRAWINGS

SEARCH AND SEIZURE

- a. WHEN OFFICER HAS AUTHORITY TO SEARCH
 - 1. Incidental to arrest
 - 2. With search warrant
 - 3. Voluntary consent
 - 4. Legal / Waiver – license bars, hotels, stores selling alcoholic beverages
 - 5. Stop and frisk – for officer safety
- e. WHEN EVIDENCE MAY BE SEIZED
 - 1. Fruits of crime
 - 2. Instruments of crime
 - 3. Weapons or means of escape
 - 4. Contraband

Explained Demonstrated			Practiced Understood		
FTO	Date	RD	FTO	Date	RD

JUVENILE OPERATIONS – ANYONE 17 AND UNDER

a. OPTIONS IN HANDLING						
1. Warn and dismissal						
2. Summons and release (include proper date and time to meet investigator)						
3. Place in detention						
a. Notify HRS						
b. Notify parents in all cases						
c. Fingerprint – Photograph						
4. Refusal of Custody						
a. Notify HRS						
b. INTERROGATION OF JUVENILES						
1. Constitutional Rights						
a. Parents present						
b. Parents consent form						
c. Limitations						
c. TICKETS						
1. Traffic court						

CHILD ABUSE / NEGLECT

a. NOTIFY SUPERVISOR						
b. PROPER DOCUMENTATION						
c. OPTIONS IN HANDLING						
1. Refer to proper investigator						
2. Protective custody						
3. 1-800-96-ABUSE hotline						
4. Prosecution						
5. Gathering evidence						

LEGAL PROCESS / WARRANT SERVICE

a. PREPARATION FOR COURT APPEARANCE						
1. Pre-trial conference with A.S.A.						
2. Review of original notes						
3. Preparing evidence						
b. Testimony						
1. Being factual and objective						
2. Do not be argumentative						
3. Proper dress						
4. Professionalism at all times						

Explained Demonstrated			Practiced Understood		
FTO	Date	RD	FTO	Date	RD

c. MISCELLANEOUS

1. Criminal court
2. County court
3. Juvenile court
4. State Attorney's Office
5. Public Defender

PROPERTY / EVIDENCE

- a. PROPER MARKING / I.D.
- b. CHAIN OF POSSESSION
- c. WEIGHING NARCOTICS

FORMS AND REPORTS

- a. INCIDENT REPORT
- b. SUPPLEMENTS
- c. VEHICLE IMPOUNDMENT AND INVENTORY
- d. MIRANDA CARD
- e. RIGHTS WAIVER FORM
- f. TRAFFIC SUMMONS
- g. ARREST WARRANT AFFIDAVIT
- h. SEARCH WARRANT
- i. CONSENT TO SEARCH
- j. JUVENILE RELEASE
- k. ACTIVITY SHEET
- l. PROPERTY RECEIPT
- m. EVIDENCE FORMS
- n. MISSING PERSONS FORM
- o. EMPLOYEE REQUEST
- p. LABORATORY ANALYSIS
- q. BOMB THREAT FORM
- r. DUI ARREST FORM

REMARKS:

F. INDEXING:

Field Training Program

APPROVED:

**SAM ST. JOHN
SHERIFF, SUWANNEE COUNTY**

**SUWANNEE COUNTY SHERIFF'S OFFICE
GENERAL ORDER**

TITLE:	Collection, Processing & Preservation of Evidence
GENERAL ORDER:	10.04
EFFECTIVE:	October 1, 2016
RESCINDS:	All
REVIEWED:	January 1, 2017
PAGES:	7

A. PURPOSE:

To establish a procedure for the location, documentation, processing, and preservation of evidence at a crime scene.

B. SCOPE:

This order applies to all members involved in the processing of crime scenes or evidence handling.

C. DISCUSSION:

The nature of the investigatory work performed by law enforcement agencies requires that special attention be given to the responsibilities of its members involved in crime scene investigations and evidence handling.

D. POLICY:

Deputies, investigators and Florida Department of Law Enforcement crime scene technicians will identify, record, preserve, collect, and store evidence recovered at crime scenes in conformance to this order and the FDLE Submission Manual.

E. PROCEDURE:

1. CRIME SCENE RESPONSIBILITY:

- a. Deputy Responsibility: The first deputy to arrive at a crime scene is responsible for securing the scene to prevent the risk of damage, loss, contamination or movement of evidence. Access to the scene will be restricted to essential persons. Deputies will process crime scenes that require minimal latent investigation to include:
1. Recording the names of persons who enter or leave the crime scene
 2. Photographing, diagramming and sketching the scene, if applicable
 3. Preserving the condition of evidence during and after collection
 4. Collecting latent fingerprints

- b. Supervisor Responsibility: A supervisor may authorize the call-out of an Investigator for major crime scenes, cases of substantial property loss, or when extensive processing is required. The supervisor may authorize the request of an investigator from the deputy on scene. The deputy will contact the communications center and make the request. It is the supervisor and or investigator who determines if an FDLE crime scene technician is needed or not. A crime scene technician shall not be allowed to enter a scene until the scene has been secured. Any non-sworn CST must be on-scene with a sworn member and may not be left alone at a crime-scene.
- c. Crime Scene Technician Responsibility: FDLE crime scene technicians or on-call investigators are available on a twenty-four (24) hour basis to process a crime scene. Deputies and Investigators will have the following:
 - 1. Fingerprint powder, brushes, tape and cards
 - 2. Cameras and film
 - 3. Storage containers, paper and plastic bags, and
 - 4. Sketch pads, pencils and pens
- d. Investigator Responsibility: The investigator/deputy assigned to investigate a crime scene is responsible for the coordination of members at the scene. The investigator/deputy will release the crime scene only when the collection of evidence has been completed.
- e. Crime Scene Clean-up: When applicable and with the victims request/consent the incident commander and victim advocate, with the approval of the Sheriff or Chief Deputy may call out a Crime Scene Clean-up contractor from the rotation list for the purpose of crime scene clean-up.

2. **EVIDENCE PROCESSING:**

- a. Processing Responsibility: One deputy or investigator will be designated to process evidence unless an FDLE crime scene technician has been dispatched to the crime scene.
- b. Evidence Search: A systematic approach will be used when searching for evidence to ensure that hidden evidence is not overlooked. The overall scene will be studied first since the relationship between evidentiary items may be important.

3. **EVIDENCE COLLECTION:**

- a. **Collection**: Evidence will be collected, labeled and packaged carefully so it will be preserved and a chain of custody maintained.
 - 1. Evidence Preservation: The condition of evidence found at a crime scene will be preserved by limiting the scene to only necessary investigating members. Crime scene tape will be placed around the perimeter of the crime scene to prevent unauthorized access, when practical. Protective clothing, to include latex gloves and shoe booties, may be worn to protect fluid and fiber evidence. These procedures will limit the disturbance of evidentiary items and the introduction of foreign materials.

2. **Sufficient Sample Collection:** A complete evidence sample will be collected at a crime scene when possible and practical. Obtaining sufficient samples may include the impounding of materials/objects upon which fluids, liquids and physiological evidence is found. The materials may include, but are not limited to:
 - a. Bed sheets
 - b. Carpeting and
 - c. Clothing
 3. **Biological Evidence Collection:** Perishable and biological materials will be refrigerated, as soon as possible, in the refrigerator in the secured area of the Property/Evidence Section. These materials will remain refrigerated until the case officer determines the type of testing to be done. The preparation and handling of the evidence will be done in accordance with the FDLE Evidence Submission Manual. Evidence that will be refrigerated includes blood and Sexual Assault kits.
 4. **Liquid Collection:** Proper containers will be used for the collection and storage of liquid evidence. Vials and small glass or plastic collection containers will be used to prevent spillage and contamination. The containers will be sealed with evidence tape, initialed, and placed in a paper evidence bag. The evidence bag will be properly marked and identified with a bio-hazard warning, if applicable.
- b. **Evidence Marking:** Items will be marked so not to damage or contaminate the evidence. The collecting member's initials should be placed directly on items of evidence for positive identification in later court proceedings. Items that cannot or should not be marked, such as hair, paint, stains, bullets, or items submitted for latent print processing will be placed in a suitable container that will be sealed and marked.
- c. **Packaging:** Certain items of evidence require distinct packaging methods. The type of evidence seized will be the determining factor for the packaging method utilized. These methods include:
1. **Plastic Bags:** Plastic bags are suitable for small, dry objects not requiring serological analysis. Damp or biological items will not be placed in plastic bags. Plastic bags will be sealed with evidence tape.
 2. **Paper Bags:** Paper bags are suitable for dry objects or for wrapping garments or large items. Paper bags can be sealed around the end or over areas of large items, such as tools or safes to prevent the loss of adhering evidence. Evidence will be placed in the paper bag, closed, sealed at the opening with evidence tape, and marked with the member's initials.
- d. **Labeling:** If the size of an item prohibits placement in an evidence bag, a property tag will be attached directly to the item.
- e. **Wet Evidence:** Wet items to be submitted for evidence processing to FDLE will first be submitted to the Crime Scene Unit or the Property and Evidence department for drying.

4. FINGERPRINTS:

- a. Fingerprint Preservation: The processing of an item for latent fingerprints as soon as possible will assist in preventing contamination or destruction of a latent print. Items not processed at the crime scene will be protected by a paper wrap or paper bag until processing is completed. The use of latex gloves is recommended when processing latent prints. An attempt will be made to obtain latent fingerprints from items found at the crime scene. The member processing the crime scene will determine what items and/or areas may contain latent fingerprints. Fingerprints are divided into three categories that include:
 - 1. Cast Fingerprints: Fingerprints visible to the naked eye that are found in blood, ink, grease, or soft substances such as clay. Photographs of the visible fingerprint may be taken for processing purposes.
 - 2. Latent Fingerprints: Latent fingerprints are not visible to the naked eye and must be developed. Smooth, non-porous surfaces are the easiest and most desirable from which to obtain latent prints. Standard latent fingerprint processing can be accomplished using the following procedure:
 - a. Brush the area to be processed with a small amount of latent powder in a gentle, circular motion.
 - b. Place transparent tape over the developed fingerprint.
 - c. Lift the visible print outline onto the bottom of the adhesive.
 - d. Place the tape onto the front of the latent lift card.
 - 3. Electronic Fingerprints: Fingerprints from arrested persons will be submitted to FDLE electronically for latent print comparisons
- b. Fingerprint Labeling: When latent fingerprints are developed and lifted, the following will be recorded on the latent lift card:
 - 1. The case number, date, lift location, and the name of the member lifting the print will be placed in the area provided on the card.
 - 2. The transparent tape containing the lifted latent print will be placed in the area provided on the card.
- c. Routing: Completed latent lift cards will be placed in an envelope and forwarded to the evidence custodian.

5. CRIME SCENE SKETCHES:

- a. Requirements: A case officer may sketch a crime scene, if necessary. The sketch will include only the essential objects of the crime scene and the relationship to each other. Scene sketches will include the following:
 - 1. An arrow showing the direction of north
 - 2. Physical dimensions and measurements
 - 3. Proximity of the crime scene to other buildings and roads

4. The specific address including floor, apartment, or room number
 5. The location of significant features at the scene including the victim and items of evidence
 6. The date and time of the sketch
 7. Name and I.D. number of the individual preparing the sketch
 8. Case number, type of investigation, and
 9. Notation. "Not to scale"
- b. Routing: A case officer that completes an original sketch will maintain the sketch in the case file.

6. **BIO-HAZARDOUS MATERIALS:**

- a. Exposure Prevention: Exposure to blood pathogens such as HIV and Hepatitis B can occur by the accidental exposure to contaminated blood or body fluids on sharps. The following safety considerations will be adhered to by members handling bio-hazardous evidence:
 1. The exterior of all packages and containers will be marked bio-hazard and bear the International Bio-hazard symbol.
 2. Liquids to included blood and urine, will be packaged in containers that can accommodate the full contents and prevent leakage during handling, transport, and storage.
- b. Contaminated Evidence Packaging: Sharps contaminated by blood or body fluid will be packaged in a manner that the member handling the sharps will not be contaminated and that bears the international bio-hazard symbol.
- c. Uncontaminated Evidence Packaging: Glass will be packaged to prevent breakage. Knives, razor blades and other uncontaminated items will be secured in cardboard or in a box.

7. **FIREARMS AND AMMUNITION:**

- a. Packaging: All firearms will be unloaded before packaging. All firearms will be rendered safe and have evidence tag attached, bagged or boxed with the case number written on the exterior of the bag or box. All bullets and cartridge casings from the tagged weapon should be packaged separately.
- b. Latent Evidence: Firearms that contain latent or blood evidence will be rendered safe and packaged properly. An international Bio-hazard symbol will be attached to the package for blood evidence. If latent prints are required, an analysis form will be completed and attached to the bag/box with the property receipt.

8. **VEHICLES**

- a. Processing: Vehicles that are, or contain, evidence of a crime will be examined and processes for fingerprints and other forms of evidence during the criminal investigation. All items removed from a vehicle will be treated as evidence and marked and packaged as required.
- b. Security: Vehicles requiring processing to such an extent that an on-scene examination is not practical will be impounded and removed to a secure area where exposure to the

elements is minimal. The vehicle will be secured and all openings sealed with evidence tape. A crime scene technician will process vehicles stored in this manner.

- c. Vehicle Release: Any vehicle impounded for evidentiary purposes may be released to the owner or agent only when processing is completed and release is authorized by the case officer.

9. EVIDENCE DOCUMENTATION:

- a. Property Receipt: A Property Receipt will be used to document all evidence recovered from the scene of a crime, to include fingerprints and photographs taken during a criminal investigation. The completed form will include:
 - 1. A description of the items collected including the make, model, and serial number.
 - 2. The location and identity of the person from whom the property was obtained.
 - 3. The name of the person collecting the item.
- b. Chain of Custody: Whenever a transfer of custody of physical evidence takes place, it will be documented on the property receipt to include the following:
 - 1. The date, time and method of transfer; Method means- hand delivered, wrecker, placed in evidence locker/impound yard.
 - 2. Receiving person's name and responsibility (Title).
 - 3. Reason for the transfer i.e. – place in evidence, to FDLE, to court, for investigation, to SAO.
- c. Submission of Evidence: After the deputy has collected the evidence and properly completed the property receipt, the deputy will transport the evidence to the evidence lockers or impound yard, prior to the end of their shift. The deputy will note on the property receipt, the date the evidence was placed in the locker, time the evidence was placed in the locker, a description of the evidence, and the locker number the deputy placed the evidence into. The following day, the evidence technician will retrieve the evidence from the locker and sign the property receipt. The evidence will then be placed into the evidence vault or the refrigerator within the evidence vault with the evidence technician logging the evidence into the evidence section of the computer system (barcodes).

10. LABORATORY SUBMISSIONS:

- a. Responsibility: The case officer is responsible for requesting a laboratory analysis of evidence. Property/Evidence Technician is responsible for transporting evidence to the laboratory for analysis, unless transported by the case officer or a designee.
- b. Request Documentation: All evidence submitted to a laboratory will be in accordance with the guidelines established in the Florida Department of Law Enforcement Crime Laboratory Evidence Submission Manual. Evidence requiring laboratory analysis by the FDLE lab will be accompanied by an FDLE Request for Examination of Physical Evidence form. The request form will contain at a minimum:
 - 1. Name and location of the laboratory
 - 2. A synopsis of the event or offense; and
 - 3. The examination(s) required
 - 4. Name of suspect or victim or both

- c. Receipt Documentation: A Contributor Receipt Copy of the Request for Examination of Physical Evidence form must be obtained from the FDLE lab employee who receives the evidence into the laboratory. Information on the receipt form will include the date and time of receipt in the laboratory, and the name and signature of the person receiving the evidence.
- d. Laboratory Results: A laboratory analysis result(s) report will be generated by the laboratory. A copy of the results will be placed in the case file.

11. TRAINING:

- a. Initial Training: Deputies are trained in crime scene processing procedures during criminal justice academy classes and receive further training during the agency's field training program.
- b. Specialized Training: A deputy or Investigator may receive specialized training and on-the job training. The specialized training may include:
 - 1. Photography to include crime scenes
 - 2. Detection and collection of latent fingerprints and palm prints
 - 3. Detection and collection of foot, tool and tire impressions
 - 4. Preparation of crime scene sketches
 - 5. Collection, preservation, and submission of physical evidence including biological material
 - 6. Periodic refresher training, as necessary.

F. GLOSSARY:

Chain of Custody: The transfer of evidence from one person or place to another

Evidence: Any substance or material found or recovered in connection with a criminal incident.

Sharps: Any object or device capable of puncturing the skin. Sharps include glass tubes, razor blades, scalpel blades, knives, hypodermic needles and syringes.

G. INDEX:

Bio-Hazardous Materials

Crime Scene Processing

Evidence

Fingerprints

Laboratory Submissions

Latent Lift Cards

Photographs

Crime Scene

Sharps

APPROVED:

**SAM ST. JOHN
SHERIFF, SUWANNEE COUNTY**

**SUWANNEE COUNTY SHERIFF'S OFFICE
GENERAL ORDERS**

TITLE:	Court Services
GENERAL ORDER:	11.01
EFFECTIVE:	March 10, 2016
RESCINDS:	All Previous
REVIEWED:	March 10, 2016, January 1, 2017
PAGES:	14

A. Purpose:

The purpose of this job description is to establish guidelines for the duties and responsibilities of a Deputy Sheriff assigned as a Bailiff in the Court Services Section within the Suwannee County Sheriff's Office.

B. Scope:

This job description shall apply to anyone occupying the position of Deputy Sheriff/Bailiff in the Court Services Section of the Suwannee County Sheriff's Office.

C. Authority:

The supervising Bailiff has full authority to enforce this manual on Court security. Deviations from these procedures must be authorized by a supervisor. Authorization shall be obtained prior to and for each occurrence, whenever possible. The supervising Bailiff has the responsibility of staffing all court related activities and ensuring the security of the Suwannee County Court, facilities and courtrooms. These responsibilities apply during normal working hours, when the courtroom is open for business and anytime court is in session. Upon the conclusion of the last court each day the responsibility of the courthouse reverts back to Suwannee County's Sheriff's Office.

D. Discussion:

This general order has been prepared to assist the Deputy Sheriff assigned as a Bailiff in carrying out their duties when assigned to a court. The information contained herein is not all-inclusive and does not purport to describe all of the duties of a Deputy Sheriff/Bailiff. This manual is a training aid only, and in the event of a conflict, standard operating procedures for SCSO should be followed. Familiarize yourself with the procedures and responsibilities expected of you as a Deputy Sheriff/Bailiff while on duty in the courthouse. Further, should some question or indecision arise in the practical application of the rules, check with your supervisor for clarification.

A Deputy Sheriff assigned as a Bailiff is responsible for the performance of law enforcement activities to include, but not limited to, arresting and/or detaining suspects and offenders. Responsibilities also include, but are not limited to, handling calls for assistance and performing courtroom security.

Role and authority for Court security is described in F.S. 30.15(1) which requires that the Sheriff of a county, in person or by deputy, will attend all terms of the circuit court and county court held in their county. The Sheriff has appointed bailiffs to attend court proceedings and maintain courtroom security for Suwannee County.

E. Authority:

Bailiffs are authorized as officers of the court. If an order conflicts with the procedures of the Sheriff's Office, the orders of the court will be followed. Procedural conflicts will be documented and reported to the Sheriff through the chain of command.

Attendance & Punctuality:

All Bailiffs, with the exception of those officially excused because of illness, vacation, or other leave, shall report for duty and remain on duty for the duration of the assigned shift hours or longer if their services are required. Bailiffs on special assignments will report at the times designated by their supervisor.

Uniform & Appearance:

Bailiffs must always be neat in appearance while performing their official duties. Uniformed members will wear the appropriate uniform as directed by the Supervisor. The official uniform must be worn at all times while on duty and will consist of issued green uniform trousers, long sleeve or short sleeve green shirt or a long sleeve white shirt, break-away uniform tie, dark socks and dark shoes. Trousers and shirts must be pressed, white shirts freshly laundered, shoes polished. Issued equipment must be kept in good operating order. The supervisor will conduct periodic visual inspections. When necessary, Bailiffs will be directed to replace or repair worn items.

Fraternization & Demeanor:

Fraternizing with attorneys or their associates during trial is strictly forbidden. This rule shall also apply to jurors, witnesses, or friends of persons engaged in trial. When on duty, Bailiffs are required to maintain a courteous and impartial attitude toward attorneys, jurors, witnesses, spectators, and the public at large. The Bailiff's conduct must be exemplary at all times in order to avoid any implication of favoritism or special privilege.

Official Duties Outside Confines of Courthouse:

Bailiffs may be required to accompany jurors outside the courthouse to visit the scene of a crime, for meals, or to hotels in the case of a sequestered jury. Bailiffs will wear the proper uniform as per General Orders.

Law Enforcement Action Outside of Courthouse Facilities:**In case of an emergency or crime in progress, a bailiff shall:**

1. Take appropriate action to ensure officer safety and the safety of others.
2. Notify the communications section via the radio or the Bailiff Station of the location and type of situation. The Bailiff Station shall immediately notify the Communications Section, requesting a patrol unit be dispatched to the location.
3. Maintain control of the situation until relieved.
4. Notify immediate supervisor and advise of the situation.
5. Bailiffs shall not affect traffic stops with their privately owned vehicle.

Firearms and Weapons:

Authority: No weapons shall be allowed in the courtroom unless worn by:

1. Bailiff
2. Uniform Deputies
3. Plain clothes law enforcement officers
4. Other law enforcement officials at the discretion of the presiding Judge

Bailiff's Duties :

1. Visually monitor the courthouse facilities via security cameras.
2. Maintain secure checkpoints (operate metal detectors & x-ray machine)
3. Monitor the alarm system for the courthouse during business hours
4. Search visitors
5. Answer the phones & route calls or take messages
6. Document calls for assistance
7. Provide security for courtrooms
8. Announce Judge to Court
9. Carry out orders of the court
10. Monitor/observe activities in the courtroom
11. Search inmates for contraband
12. Search holding area prior to placing inmates inside and after Inmates have been removed
13. Fingerprint subjects
14. Supervise movement of inmates both individually & in formations
15. Guard inmates during court appearances
16. Investigate and document injuries to inmates
17. Remove inmates when the court is adjourned & prevent an unauthorized visitation
18. Arrest or have arrested any person who is in violation of any State statute or county ordinance in the court or immediate vicinity
19.
 - a. Direct and control potentially hostile or deranged persons; and
 - b. Restrain violent persons and remove disorderly persons from The Court, as directed by the Judge.
20. Secure any person remanded to the custody of the Sheriff.
21. Clear the courtroom when requested by the Judge.
22. Medical Emergency: In the event of a medical emergency, the bailiff shall notify the Communication Division and/or dial 911 to have Emergency Medical Services respond. Until EMS arrives, the bailiff shall administer whatever assistance possible within his/her scope of training. Bailiffs shall remain alert to the security of any inmate under their control and custody

Bailiff Assigned To The Door:

1. Maintain secure checkpoints (operate metal detector and x-ray machines).
2. Search visitors.
3. Notify Supervisor during emergency situations.
4. Provide receipt for seized property to be held until end of day or turned over to a sworn Bailiff for possible charges.
5. Assist in evacuations.
6. Other duties assigned by the Sheriff or his designee.

Examination of Articles:

1. A walk through metal detector is utilized at an entry control point to screen everyone entering a secured area. The screening is mandatory; a person who refuses to enter the metal detector or have their carried items searched, shall be made to leave and escorted out of the building. However, if the person entering the secured area can produce documents or otherwise prove that he or she has a current medical condition such as a defibrillator, pacemaker or any other implanted mechanical medical device which may malfunction or that would be exacerbated by the entering of the metal detector, the deputy then may use the hand held scanner in lieu of the mandatory walkthrough metal detector. If the person advises that they do not wish to be scanned via hand wand, the person will then be offered a physical frisking by a sworn LEO of the same sex. The individual must be advised that there may be an extensive wait time for another LEO to arrive at the courthouse. If the subject refuses to wait for this last option, then the individual is free to leave by exiting the building.
2. All carried items shall be visually inspected for weapons. All carried items shall be subject to a hand search, which shall be accomplished with a minimum disruption.

Jury, Non-Jury, Civil Court Procedures:Jury Trials:

1. Once a case has been scheduled for jury trial, the first order of business will normally be to select a jury. This process is known as Voir Dire ("To speak the truth")
2. The Court may require that witnesses not be present in the Courtroom to hear others testimony. If such an order is given, ("invoking the rule") the Judge will order attorneys to keep their witnesses out of the courtroom except when testifying. It is the Bailiff's duty to call witnesses when needed, but never to excuse them. This is the responsibility of the attorneys and/or Judge.
3. If the Court determines that the jury is to view a crime scene (in Criminal cases) or evidence in dispute or accident scenes (in Civil cases), the Judge will direct the Bailiff to take charge of the jury and escort them in a group to the location. The Bailiff must notify the Supervisor, so an additional Bailiff should be requested. The Bailiff must also insure that transportation arrangements have been made by the requesting attorney. Jurors must be kept together for their security and safety.
4. At the conclusion of closing arguments, the Judge will charge the jury. During this time, the Bailiff should try to limit people from entering or exiting the courtroom in an attempt to avoid disrupting the Judge's instructions to the jury but should never refuse admittance to the courtroom at any time during trial unless specifically ordered by the presiding Judge's court order.
5. When the jury has reached a verdict, the Bailiff shall notify the Judge and summon all parties to the courtroom. The Bailiff shall insure that the Court Clerk takes possession of all evidence received during trial. Bailiffs shall not take responsibility for any evidence. After the verdict has been read, the Judge may dismiss the jury or may keep them in the courtroom until the proceedings are complete.
6. Courtrooms and hearing rooms shall be cleared of all persons and locked during meal breaks and lengthy recesses unless the Judge makes an exception.

Non-Jury Trials:

All procedures set forth in a jury trial, excluding those pertaining to the jury, are applicable to non-jury trials. Preliminary hearings are handled the same as non-jury trials.

JURY PROCEDURES**Bailiff Responsibilities:**

1. When advised by the Judge that jury trial will commence, be prepared to give each juror called a juror information card as being seated.
2. The clerk will distribute lists of juror information.
3. If defendant is in custody, they must be **uncuffed** and seated at the defense table **BEFORE** the jury is brought in.
4. At the completion of voir dire, the Judge could ask the jury panel to wait outside the courtroom while a bench conference is held for jury selection. During this time, collect the juror information card.
5. When the bench conference is completed, the Judge will ask you to return the jury panel to the courtroom. NOTE: Depending on the Judge, you may not need to reseal the jury according to the seating chart. Be sure to check with the presiding Judge.
6. When the Judge announces the selected jurors, direct each juror to their assigned seat in the jury box. Remaining jurors are released.
7. During recesses, direct the jury to the jury room and remind them to not to re-enter the courtroom until called for. During a short recess, the Judge may prefer to have the jury wait in the jury room.
8. After closing arguments, the Judge will administer jury instructions ("charges the jury") and direct them to the jury room for deliberation. The Judge will give you the verdict form to give to the jury.
9. During deliberations, the Bailiff must be certain that no electronic viewing or recording devices go into the jury room unless approved by the Judge. Cell phones and beepers are not permitted and will be collected and kept in the Bailiff's possession until conclusion of trial. No reading materials are allowed during deliberations.
10. The Trial Clerk is responsible for evidence to be given to the jurors. Assistance may be given to the Clerk if needed due to the size and volume of evidence.
11. During deliberations, the Bailiff will take a position outside the jury room. Do not leave this position unless relieved by another Bailiff. Fraternizing with jurors is strictly forbidden! Never discuss the case or give legal advice. One wrong word to a juror can cause a mistrial.
12. **NEVER** enter the jury room when a jury is in deliberation.
13. If the jury has a question or a verdict, they will knock loudly on the door. When door is opened, the Bailiff should ask if it is a question or a verdict. Any request, communication, or question from the jury must be in writing. Leave the written question, Close door and advise the judge and then under direction of the court hand the question to the Judge. DO NOT READ QUESTION! The attorneys will be notified. The jury will remain in the jury room until the Judge requests them in the courtroom. The Judge will publish the contents of the question to all concerned and it will be submitted as a court exhibit.

14. If the jury reaches a verdict, a juror will knock on the jury room door. The Bailiff will advise the jury to remain in the jury room and retain the verdict form, for further direction from the court. The Bailiff will notify the Judge that a verdict has been reached and will reassemble all parties involved in the case.

NOTE: If the defendant is in custody, they must be brought to the courtroom prior to the jury's arrival. Also, in the event of a high profile case, adequate security measures must be taken.

15. When all parties are present, the Bailiff will advise the Judge. Once on the bench, the Judge will announce that a verdict has been reached and instruct all participants of the rules of conduct as the verdict is published. The Judge will ask the Bailiff to bring the jury into the courtroom. The Judge will ask, "Has the jury reached a verdict?" "Will you please give the verdict form to the Bailiff?" The Bailiff will give the verdict form to the Judge.
16. If the defendant is found guilty and sentenced, they must be finger- printed in open court. If the defendant is not in custody, the Judge will order the Bailiff to take him/her into custody for transport to the Jail.

After Hours Deliberation:

1. If the jury deliberates after regular courthouse operating hours, including weekends, in a criminal trial, have a bailiff posted at the front entrance to the courthouse for crowd management and all security issues.
2. When you are advised by the jury that they have reached a verdict, before assembling the parties advise the Chief Bailiff for additional support staff as needed. The verdict is an emotional time for the family members on either side as well as for the defendant. Family members or jurors may need to be escorted from the courtroom. Be especially attentive to officer safety issues.
3. Juror's must and will be escorted from the courtroom in mass to their vehicles. If dark outside each Bailiff will be equipped with a flashlight.

Juror's Meals:

When a jury is in deliberation during lunch or dinner hours, the Judge may order the Bailiff to provide meals for the jurors. These meals are usually delivered to the jury room, but occasionally the jury may be taken to a restaurant under supervision of the Bailiff. Prior arrangements should be made for private dining. The juror's meals are paid by the State.

When ordering meals for the jury:

1. Obtain participating restaurant menus from the Bailiff's Office or from the courtroom.
2. Deliver the menus to the jury room, one copy for each juror with their name on the menu.
3. Instruct jurors to circle items they desire and knock on door when completed.
4. Call and/or fax orders in to the restaurant.
5. When delivered, distribute food to jurors. Restaurant should bag each order individually.

6. The Bailiff will need to obtain a copy of the restaurant receipt. Fill out the juror meals form, make a copy of the form and receipt for the restaurant and turn originals into Bailiff's Office. Be sure to sign and obtain Judge's signature on original as well as the Sheriff.

When taking a deliberating jury to a restaurant:

1. Sit at a table next to the jury panel to monitor the conversation.
2. Make sure jurors do not discuss the case. Jurors are to remain together at all times.
3. No public is allowed to approach the jurors.
4. Request an itemized receipt. Complete the juror meals form, sign and obtain Judge's signature, and turn into Bailiff's Office.

Sequestered Juries:

1. Organization of Sequestered Juries:
 - A. Requested by the prosecuting attorney, defense attorney or by the court's own order. The order issued by the trial judge speaks to everything in the daily life of the jury.
 1. TV and newspaper
 2. Telephone use Family visits
 3. Mail
 4. Alcohol Consumption
 - B. The trial judge is the only one who can permit deviations from the sequestration order. The bailiff does not have the discretion to deviate from the order.
 - C. Report all real or suspected violations of the order immediately. Follow up with written documentation including witness statements.
2. Security plan is prepared by the bailiff in charge and approved by the Judge presiding over the trial.
 - A. Minimum number of Deputies for sequestered juries, five (5).
 1. Three (3) for the day shift
 2. Two (2) for the night shift
 3. One (1) deputy on day shift stays at the hotel to safeguard rooms and monitor staff
 - B. Selection of hotel accommodations
 1. Sufficient rooms; 1-per juror/deputy (USE LOG IN APPENDIX)
 - a. Command post
 - b. juror's lounge
 2. Straight interior hallways
 3. NO balconies
 4. As far above ground as possible
 5. Restaurant Service
 6. REMOVE TV's radios, telephones and computers
 - C. Command Post
 1. Medical questionnaire for each juror
 2. location of nearest hospital
 3. Telephone number for doctor and 24 hour pharmacy
 4. Private number for ambulance service

5. Emergency contact numbers for jurors
6. First aid kit
7. Radios and extra firepower
8. Camera and monitors/motion detectors
- D. Jury evacuation plan
 1. A written plan is to be prepared and prearranged with the hotel. DO NOT discuss plan with the jurors.
- E. Jurors' lounge
 1. USE TELEVISION LOG IN APPENDIX
 2. TV for viewing videos and games, tape commercial programming
 3. TV is always monitored for news bulletins
 4. Program selection
 5. Secure lounge when empty
 6. Reading material reviewed and censored by more than one bailiff
 7. Articles removed should be initialed, dated, and placed in a sealed envelope by bailiffs
- F. Telephones
 1. USE TELEPHONE LOG IN APPENDIX
 2. No incoming calls for jurors
 3. Families should be given a 24hour contact number, NOT the hotel
 4. A 2-handset or speaker phone should be used
 5. Deputy should dial the call and identify themselves
 6. Admonish person receiving the call
 7. Monitor ENTIRE phone conversation
- G. Visits
 1. USE VISITOR'S LOG IN APPENDIX
 2. Visits are held in a secure area of the hotel
 3. All visitors must be pre-approved by the court
 4. One (1) deputy per juror with visitor
 5. Set time for visit
 6. Visitors should be briefed, cautioned, screened and accompanied
 7. Monitor visit / log topic of conversation
- H. Restaurant selection
 1. Review owners of restaurants to verify possible relationships to jurors/defendants/friends or members of a criminal organization
 2. Easy and private access to restaurant
 3. Varied menu
 4. Private dining area
 5. Brief the restaurant staff
 6. Alcoholic beverages are limited per court order
- I. Jurors' Meals
 1. Breakfast should be at the hotel.
 2. Other meals are handled as outlined previously in this section.
 3. Billing of the meals is to be handled as outlined previously in this section.

- J. Transportation
 - 1. The jurors are transported together
 - 2. The vehicles are searched before and after transport
 - 3. AM/FM radios are turned off
 - 4. Drivers are briefed and cautioned
 - 5. The windows if called for can be opaque
 - 6. DO NOT pose jurors for the media
 - 7. Avoid newsstands
 - 8. Have a primary and secondary route
- K. Entertainment (lengthy sequestrations)
 - 1. Shopping
 - 2. The beach
 - 3. Golf
 - 4. Church
 - 5. Business visits
 - 6. State parks
- L. Deliberations are held in accordance with procedures outlined earlier in this manual.
- M. Your association with the Jury
 - 1. Do not discuss anything relative to the trial
 - 2. Do not allow anyone to talk to the jurors
 - 3. Do not discuss your duties
 - 4. Do not expose your weapon
 - 5. Be diplomatic, courteous, alert and professional

Inmate Handling Procedures/Guidelines:

- 1. Transportation/movement of inmates will be done by the court security personnel and in emergency situations the Supervisor may request transportation help from jail administration.
- 2. Inmates are to be handcuffed in the front with a waist chain and shackled at the ankles.
- 3. When moving through the courthouse with inmates, they will remain handcuffed and shackled.
- 4. One bailiff should not move or guard more than seven inmates to or from the Jail or in court. Two bailiffs are required if the inmate is a high security risk. High risk inmates may be moved as a part of a Chain of inmates if it's in the best interest of the bailiffs and approved by a supervisor.
- 5. Eight or more inmates shall be moved or guarded by at least two bailiffs.
- 6. All inmates shall be moved via the back stairway to the holding area in the courtrooms, except under special circumstances, the east side elevator shall be used to accommodate courtroom "A". If it becomes necessary to escort inmates through a public hallway, to access an elevator, the bailiff shall use due caution and notify their supervisor prior to performing this task.
- 7. No more than two inmates shall be moved on the inmate elevator at one time. The inmates shall be placed in the elevator and the door secured with no civilians or attorneys present.
- 8. It is recommended that high risk inmates be moved hands-on and the bailiff shall hold either the waist chain or the inmate's arm while in transit. Keep all small talk to a minimum.

9. Entrance and exit of all in-custody inmates into the Suwannee County Courthouse shall take place through the authorized route from the entrance/exit door at the jail thru the tunnel thru rear entrance to the courthouse.
10. Only authorized personnel shall have access to the holding area.
11. Do not allow inmates to talk to or have contact with family, friends or the public, except their attorney. Bailiffs shall not permit inmates to receive any item while in custody. Anytime a judge orders a visit or an accidental contact occurs, notify a supervisor and be sure to search that inmate immediately after the visit.
12. If an inmate needs to use the restroom, he or she shall either be taken to the Restroom on the current floor. If the inmate is taken to the restroom, handcuffs and waist chain shall remain on the inmate.
13. Once an inmate is signed out of the jail they are the responsibility of the Court Services Section until signed back in. Other personnel wishing to take custody must wait until the inmate is signed back into the jail. Wait until the inmate is signed back into the jail.
14. Inmates shall be searched by the same sex, when at all possible or practical. If not practical, then two deputies should be present.
15. The inmate will be dressed in a complete inmate uniform. The judge may direct that street clothes be worn. Street clothes will be delivered to the jail for the inmate to dress for jury trials and other proceedings. In some cases the judge may order the inmate to be allowed to dress at the courthouse holding area. All articles will be thoroughly searched and or x-rayed prior to giving them to the inmate.

Offense Report:

The offense report is probably one of the most important documents in law enforcement. Incidents and arrests may become issues for months or even years after they occur. It is for this reason that accurate and concise reports be kept of these incidents.

Completing the Offense Report:

- A. Bailiffs will utilize the appropriate Offense Report for documentation of Probable Cause arrests in the courtroom and other incidents that the Bailiff will encounter in their daily routine activities.
 1. Offense reports will be submitted by the end of the shift for review by a supervisor.
 2. If an arrest report is made an arrest packet for the State Attorney's Office will be prepared and forwarded to the front office for processing.
 3. Any evidence will be submitted to the Evidence Custodian per department policy.

Special Operations:

Hostage Situations:

In the event there is a hostage situation in the court complex, a Bailiff will:

1. Immediately secure and contain the scene
2. Care for any injured persons; and
3. Notify the Communications Division
4. Evacuate all nonessential personnel and civilians to a safe location in accordance with established evacuation routes, and

5. Notify Sheriff and/or Chief Deputy for Patrol Hostage Negotiations Unit.

Emergency Evacuation:

The Bailiff will notify the Communications/Dispatch if an emergency evacuation of the courthouse is ordered for any reason, to include fire, bomb threats, or other disasters.

1. The Communications/Dispatch will contact any necessary emergency services.
2. Bailiffs will be responsible for the evacuation of their area including jurors and inmates. Posted evacuation routes and procedures will be followed. Judges will be evacuated to predetermined safety areas.
3. Evacuation will be as follows:
 - Exit the courtrooms by the safest means of egress
 - Follow the evacuation routes to the stairwell that allows for the safest exit.
 - Evacuate down the stairwell, exit out of the building, and proceed safely across the street.
 - Remain there until notified and stay clear of any emergency vehicles.

Escape:

A bailiff will immediately advise all available certified employees, Judges, security personnel, and will contact Communication/Dispatch to provide staff to cover all entrances and exits to the courthouse.

1. An immediate search of the building will be initiated to find and apprehend the escapee.
2. Communications/Dispatch will be provided a description of the escapee for broadcast.

Fire Emergency:

In the case of a fire or fire alarm, the bailiff will assist in the safe and orderly removal of court occupants. The bailiff will escort jurors to the nearest exit. Transport deputies will assist in moving inmates to a secure area, in the most secure manner possible, until they are transported to the detention center or returned to the courthouse.

Arrest Procedures:

1. ARREST:
Bailiffs will maintain pro-active approach regarding Courthouse Security. If probable cause exists after the onset of the investigatory field stop, a Bailiff may make an arrest. Arrests shall be made in accordance with General Orders.
 - A. When an arrest is to be made on probable cause, on a warrant or REMANDED (Fulfillment of sentence or found guilty at trial), act promptly.
 - B. Secure subject as promptly as possible by handcuffing hands behind the back. Check for proper fit and double-lock.
 - C. After subject is secured, search for weapons, potential weapons, and contraband.
2. Restraint Application/Handcuffing Procedures:
Handcuffs shall be used with waist chains on all inmates, except inmates with problems that effect mobility or extremities. These inmates shall receive special considerations in accordance with the American with Disabilities Act.

- A. Inmates with one arm shall be waist chained and handcuffed, securing the empty cuff to the waist chain.
- B. Inmates in a wheel chair shall be waist chained and handcuffed.
- C. Inmates on crutches shall be waist chained and handcuffed and placed in a wheel chair.
- D. Special consideration may be made with the approval of the Supervisor.
- E. Waist Chains leg irons and handcuffs shall be placed on all inmates, double locked and shall remain on the inmates at all times while in custody at the Suwannee County Courthouse. The Judge may order an exception to the restraint policy for jury trials. All exceptions request must receive the Supervisors approval prior to implementation.

3. TRANSPORT DEPUTY

- A. Review the arrest paperwork and insure the prisoner is properly handcuffed and searched.
- B. Transport the prisoner to the jail.

Disturbance:

Radio Code: SIGNAL 22

NOTE: Use caution when responding to disturbance calls; this type of call is not well defined by its nature.

- 1. Investigation
 - A. Determine if the Bailiff's Station can observe more information through use of cameras.
 - B. Do not rush into the area, evaluate the situation. (USE GOOD OFFICER SAFETY!)
 - C. Determine the type of disturbance. Was anyone injured? Was EMS called?
 - D. Has a crime occurred? If so, what type? Prepare offense report.
 - E. If no crime has taken place, disperse the person(s) involved, if possible. It may be necessary to escort parties from the courtroom/courthouse.

Panic Alarm:

NOTE: DO NOT become complacent; alarm calls can be extremely dangerous. Treat ALL alarm calls as in-progress until you determine the disposition of the alarm.

Courtroom alarm buttons are located at the Judge's bench and the Clerk's area next to the bench. There are also panic buttons in the Judge's chambers, at the Judicial Assistant's desk and other offices throughout the Courthouse.

1. Investigation

A. Courtrooms

1. Bailiffs/Deputies will respond immediately to panic alarms even if believed to be false. It must be assumed, until proven otherwise, that a condition exists which may be dangerous.
2. The Bailiff's Station will bring up the cameras at the alarm location and advise responding units of the situation.
3. Assess the situation and update the Bailiff's Station and the Supervisor.
4. When situation is resolved, advise the Supervisor who will advise dispatch.

Sick or Injured Persons/Inmates:

1. Provide immediate care for the sick or injured person.
2. Advise the Supervisor and Bailiff's Station of the location and nature of the call.
The Supervisor will need to know:
 - A. Nature of injury/illness.
 - B. Is EMS needed; **MUST CALL IF INMATE COMPLAINS OF CHEST PAINS OR POTENTIAL LIFE THREATENING SYMPTOMS?**
 - C. Is person able to communicate?
 - D. How old are they?
 - E. Do they have a history of this illness?
3. Remove other persons away from any possible hazards to prevent any further injury.
4. Secure property of the person to ensure prevention of theft.
If property is seized, a property receipt is signed and submitted to SCSO.
5. Extra Bailiffs shall be dispatched and respond to assist in securing inmates if necessary.
6. A medical emergency involving inmates shall require a Court Deputy remain with the inmate at all times, including transportation of the inmate to the hospital.
7. The Supervisor shall notify the Jail Administrator of **ALL** medical emergencies with inmates and arrange for relief for Bailiffs accompanying inmates to the hospital.
8. An incident report shall be completed by the responding Bailiff and submitted to the Supervising Bailiff.

High Risk Court Proceedings:

Due to the nature of the court proceeding, whether it is the type of proceeding or the individual(s) involved in the proceeding, there is reason to believe that extraordinary security measures must be taken to insure the safety of individuals involved or present, prior to, during and after the proceeding, as well as the safety of the general public.

1. Upon receipt of information that a high-risk individual will be brought to court in Suwannee County, the Supervisor will be notified immediately.
2. Intelligence on the individual will be evaluated by the Supervisor and additional resources will be requested as needed such as the use of SWAT Team members to assist in transport and security.

3. The Supervisor will request a meeting with the presiding Judge to discuss security measures in the courtroom.
4. A security plan will be completed by the Supervisor in concert with SWAT Team Commander if needed, to include name and description of the inmate, intelligence regarding the nature of risks (inmate as well as other outside persons involved, i.e.: escape assistance), transportation of inmate, movement of inmate in the courthouse-screening of holding cell, screening of the courtroom prior to the hearing, screening of gallery participants and additional resources on ALL High Risk Proceedings.
5. Upon completion of the plan the Supervisor will brief the Sheriff or his designee.
6. Upon approval of the Sheriff, implementation will be the responsibility of the Supervisor in concert with the SWAT Commander if SWAT is used.
7. Due to the extraordinary nature of the security, those deputies involved in transportation of the inmate are authorized to operate in emergency mode.
8. The SWAT Team Commander will be in charge of transportation and will notify the appropriate jurisdictions of movement of the secure motorcade.
9. The SWAT Team Commander or designee will select team members and direct them to utilize their special weapons when necessary.
10. Upon completion of the event, the Supervisor will brief the Sheriff or his designee.

Training:

All personnel assigned to the Bailiff Section and the courthouse holding facilities shall receive training in the operations and security of the facilities. Training shall be coordinated through or by the Supervisor to ensure all personnel are trained in the functions, skills and duties they are to perform. Additional training such as in-service training may be designated by the Supervisor or his designee.

APPROVED:

SAM ST. JOHN
SHERIFF, SUWANNEE COUNTY

**SUWANNEE COUNTY SHERIFF'S OFFICE
GENERAL ORDER**

TITLE:	Canine Unit
GENERAL ORDER:	11.02
EFFECTIVE:	July 1, 2010
RESCINDS:	All
REVIEWED:	May 9, 2012, February 15, 2013, March 4, 2014, July 1, 2015, March 10, 2016, January 1, 2017
PAGES:	3

A. PURPOSE:

The purpose of this order is to designate responsibilities and implement procedures for the organization, operation, supervision, training and utilization of the Sheriff's Office Canine Unit.

B. SCOPE:

This order applies to all Sheriff's Office employees.

C. POLICY:

It shall be the policy of the Office of the Suwannee County Sheriff to proactively enforce the laws of the State of Florida relating to illegal narcotics and narcotics trafficking. To aid in this effort the Suwannee County Sheriff's Office will take advantage of the canine's superiority to detect the presence of narcotics and other articles by maintaining a fully certified Narcotics Detection Canine Unit.

It shall also be the policy of the Suwannee County Sheriff's Office to make a reasonable effort to assist other agencies that request assistance from the Canine Unit in searching for narcotics and other related items.

D. PROCEDURE:

RESPONSIBILITIES OF THE CANINE UNIT

1. Narcotic Detection.
2. Tracking of Suspects/Missing Person(s).
3. Patrolling high crime areas within the County.
4. Perform any other law enforcement functions consistent with Departmental Policies and Procedures.
5. Perform any other duties assigned by the Sheriff or his designee.

PERSONNEL SELECTION AND DUTY ASSIGNMENTS

The Canine Unit will consist of Narcotics Detection Canines and handlers. Assignment as a Canine handler in the Canine Unit is on a voluntary basis. A deputy considering this assignment must possess a genuine desire and patience for working with police dogs. Further, deputies should be aware of the adverse conditions under which they will be required to work. Canine handlers are required to perform many of their duties without the assistance of other deputies. Canine handlers are required to maintain proper documentation for Canine deployments, training and any other necessary documentation that presents itself.

CANINE HANDLER DUTIES

The handler's duties and responsibilities shall include, but are not limited to, the following:

1. Be governed by the rules, regulations, policies, duties and responsibilities as set forth by the Department in this policy.
2. Communicate all necessary information to Supervisors and co-workers, which is pertinent to the achievement of common goals.
3. Generate proper reports for any violation, arrest, training and deployment.
4. Maintain assigned vehicle and equipment and have available at all times for the purpose of inspection.
5. Conduct a minimum of (4) hours of training per month.
6. The handler shall be responsible for maintaining control of his/her assigned Canine to ensure the safety of the Canine and other person(s) and property.
7. The handler shall participate in demonstrations when so directed by the Sheriff, Chief Deputy or one of his/her designees.
8. The handler shall notify the appropriate Supervisor of any problems, which may arise, with the performance of the Canine. When it appears that emergency veterinary services are required, the handler is to immediately contact the Shift Supervisor who will contact the Chief Deputy or Sheriff for further disposition on treatment of the Canine.
9. The handler is responsible for the routine care of the Canine. Prior to any veterinary visits the handler is to have it approved by his/her Supervisor.
10. The handler shall complete any and all reports required by Departmental policy on any person that may be injured by the Canine, or any property that sustains damage from the Canine.
11. The handler is responsible for the timely maintenance and cleanliness of the assigned vehicle and any equipment issued to him/her.
12. The handler is responsible for the at home care and housing of the Canine. The Canine will stay with the handler at his/her residence or another location which has been approved by the Department.

TRAINING

The Canine Unit will complete annual Team Certification training in narcotics detection. Certification training will include both the handler and Canine. The Canine Team shall demonstrate proficiency in the following areas:

1. Canine recognition of selected odors.
2. Handler control/obedience of the Canine.

At a minimum, the Canine will be trained in the detection of Marijuana, Opiates (Heroin and Tar Heroin), Cocaine and Methamphetamine.

The handler shall complete and maintain accurate training records for the purposes of court room testimony and deposition or subpoena of the training records.

Unless otherwise approved by the Chief Deputy or his designee, the handler will conduct routine narcotic detection training with the Canine no less than (4) hours each month. If possible the training of the Canine can be completed during the normal tour of duty. The handler will be responsible for completing and maintaining all training reports and documents. These reports will be maintained within the department.

REQUESTS FOR CANINE UNIT ASSISTANCE

It is impossible and impractical to establish a response policy to cover every situation involving requests for Canine Unit assistance. Generally, a request from any deputy or outside agency should be forwarded to the Shift Supervisor for disposition at that time.

When the Canine Unit is on duty, requests from within the Department should be honored. Generally, requests from outside agencies will be honored with approval from the Shift Supervisor.

Any time the Canine Unit responds outside the County as a result of a request for Canine Unit assistance, the handler will ensure that Dispatch Center is kept informed of his location and activities. If there is any question in the mind of the Supervisor or acting Supervisor whether or not to respond, the decision will be deferred to the Sheriff or Chief Deputy or his/her designee.

E. INDEXING:

Canine Unit

APPROVED:

SAM ST. JOHN
SHERIFF, SUWANNEE COUNTY

**SUWANNEE COUNTY SHERIFF'S OFFICE
GENERAL ORDER**

TITLE:	Civilian Volunteer Programs
GENERAL ORDER:	11.03
EFFECTIVE:	August 1, 2016
RESCINDS:	All
REVIEWED:	January 1, 2017
PAGES:	2

A. PURPOSE:

The purpose of this order is to provide guidelines describing the volunteer program and defines the authority and latitude given to the volunteers by the Suwannee County Sheriff's Office.

B. SCOPE:

This order applies to all Civilian Volunteers.

C. POLICY:

It shall be the policy of the Suwannee County Sheriff's Office to maintain and utilize an organized volunteer unit known as the Sheriff's Posse to augment a variety of services provided to the citizens of Suwannee County. The Sheriff is the appointing authority and retains the right to rescind the appointment of any volunteer at any time and to limit the extent of their authority. Volunteers have no propriety rights as a volunteer and may be removed from the Sheriff's Office with or without cause.

D. PROCEDURE:

1. Types of Volunteer programs and Authority granted by the Sheriff:

- a. **Authority:** Volunteers are non-sworn civilians who are not authorized to carry firearms or make arrests while performing duties for the Suwannee County Sheriff's Office.
- b. **Responsibilities and Duties:** The following delineates volunteer duties and responsibilities for any capacity in which they are utilized.
 - Non-enforcement volunteer duties as assigned by the volunteer coordinator
 - No volunteer shall be assigned enforcement duties that would place the volunteer in probable danger.
 - Volunteer civilians shall be assigned to positions to enhance the agency's ability to provide services to the community.
 - Volunteers shall properly record the hours of service they work by notifying the volunteer coordinator of the location and duration of their assignment.
- c. **Uniform Standards:** In order to better provide for the agency, civilian volunteers shall be allowed to wear approved uniforms.
 - Sheriff's Volunteer patch located on the shirt.
 - Issued I.D. badge at all times.

d. Supervision:

- Upon assignment to the civilian volunteer unit, the member will be assigned to the unit supervisor. The unit supervisor shall ensure that members are:
 - a. Inspected for uniform standards.
 - b. Adequately supervised and answer to one supervisor during the performance of their assigned duties. However, civilian volunteers shall accept the direction and guidance of full-time deputies.
- e. **Injuries:** Injuries sustained by volunteer civilians while performing volunteer services are subject to Workmen's Compensation (for medical costs only).
- f. **Training:** Volunteer members are given training concerning their duties and responsibilities for any role to which they are assigned. The Volunteer Coordinator shall be responsible for scheduling all training with the Training Coordinator or the supervisor in charge of the section they may be helping in.
- g. **Removal:** Volunteers may be removed from the unit by the Sheriff for any reason at any time.

E. GLOSSARY:

Posse Member/Civilian Volunteer: Any qualified citizen who volunteers his/her time to assist the agency in a non-sworn capacity.

Full-Time Deputy: A person appointed by the Sheriff as a full-time law enforcement deputy, who has met the training requirements prescribed for full-time law enforcement departments, by the Florida Criminal Standards and Training Commission, to whom powers the Sheriff are delegated pursuant to Florida Law.

F. INDEXING:

Responsibilities of Volunteers
 Supervision of Volunteers
 Types of Programs
 Volunteer

APPROVED:

SAM ST. JOHN
SHERIFF, SUWANNEE COUNTY

**SUWANNEE COUNTY SHERIFF'S OFFICE
GENERAL ORDERS**

TITLE:	Civilian Ride Along Program
GENERAL ORDER:	11.04
EFFECTIVE:	July 29, 2016
RESCINDS:	All
REVIEWED:	January 1, 2017
PAGES:	3

A. PURPOSE:

The purpose of the civilian ride-along program is to establish a closer relationship between deputies and the citizens of our community. This general order will establish guidelines for the control and administration of civilian requests to ride as observers with sworn members of the Suwannee County Sheriff's Office.

B. SCOPE:

This order shall apply to all Sheriff's Office members.

C. DISCUSSION:

The program provides citizens with the unique opportunity to observe deputies performing their duties, with the hope that the participant will gain insight into the complexities of law enforcement.

D. POLICY:

It shall be the policy of the Suwannee County Sheriff's Office, with limitations, to honor civilian requests to ride as observers with sworn members of the Suwannee County Sheriff's Office.

E. PROCEDURE:

1. AGE: Individuals requesting to participate in the civilian ride-along program must have reached their eighteenth birthday prior to submitting their request. Request for participation by individuals younger than eighteen years of age may be allowed when the individual is concurrently participating in an educational program directly sanctioned by the county school board. All request for participation by these individuals will be accompanied by the **General Release of Liability and Agreement and Consent of Parent Form**, signed by the juvenile's parent, custodial parent or legal guardian. All requests pertaining to a juvenile observer must be approved by the highest ranking supervisor of the Uniform Patrol Division.
2. AUTHORIZATION: All requests for participation as a civilian observer **MUST** be completed and submitted at least two (2) days in advance. These requests must be approved by a patrol shift supervisor or his/her designated patrol shift supervisor that will be working on the day of the ride along.
 - a. Additionally, if the observer is a minor, the required Agreement and Consent of Parent Form will be attached to all required paperwork.

3. RESTRICTIONS AND LIMITATIONS:

- a. Criminal History: Individuals whose criminal history indicates a felony conviction, including a disposition of 'no contest', will be disqualified from participating in the program.
- b. Observers are authorized to participate in the Sheriff's ride-along program. The number of ride-alongs shall be restricted to not exceed two (2) ride-alongs in a calendar month and each ride-along shall not exceed six (6) hours in duration.
- c. Participants/observers shall not ride with a spouse, boyfriend/girlfriend or other family member. These individuals shall not be excluded from the program; however, they will be required to ride with another law enforcement deputy.
- d. Apparel and General Appearance: All civilian observer's apparel and general appearance shall be neat, clean and modest at all times. Permission to ride as an observer may be withdrawn by the Shift Supervisor, at their discretion, if they believe the observer to be dressed inappropriately.
- e. Minors: Minors shall only be authorized to participate as an observer between the hours of 0700 and 2100hrs. The Shift Supervisor shall make every effort to place a minor with a deputy of the same gender.
- f. Uniforms and Badges: No uniforms or non-issued badges of any type will be worn by civilian observers.
- g. During the course of the ride-along, observers shall remain under the direct supervision of the assigned deputy. Observers shall remain inside the patrol vehicle unless authorized by the deputy to exit the vehicle.
- h. Observers are prohibited from taking an active role in an "in-progress" call or searching of suspects, unless directed by the assigned deputy per Florida Statute 901.18.
- i. Crime Scenes: Observers are prohibited from entering crime scenes without the consent of the assigned deputy. Under no circumstances will observers handle evidence, nor will they establish any dialog with suspects, witnesses, arrestees, or victims.
- j. Firearms and Weapons: Civilian Observers will not be permitted to carry or possess a firearm or weapon with them during participation in this program regardless of any permits or licenses held. The only authorized exemption to this requirement shall be individuals recognized by Florida CJSTC as sworn law enforcement officers in good standing, who are authorized to carry a firearm. It will be the responsibility of the Shift Supervisor or his designated Shift Supervisor to comply with this general order.
- k. Probationary Status: Deputies who have not completed their probationary status shall not be assigned a civilian observer without the consent of the Uniform Patrol Supervisor.
- l. Members of the Narcotics Unit and the Special Operations Unit will not participate in the Ride-Along Program.
- m. If at any time during participation an observer's action or conduct violates any other general order or endangers the safety of himself/herself or others, the assigned deputy will immediately report the incident to the Uniform Patrol Shift Supervisor who will make the final determination whether to terminate the ride-along.

4. Any deviation from the established criteria and procedures of this general order, not previously indicated, must be authorized by the Sheriff, Chief Deputy, Law Enforcement Division Commander or their designee.

F. INDEXING:

Civilian Observer
Criminal History
Civilian Ride-Along
Crime Scene
Firearms
Minors
Weapons

APPROVED:

**SAM ST. JOHN
SHERIFF, SUWANNEE COUNTY**

**SUWANNEE COUNTY SHERIFF'S OFFICE
GENERAL ORDER**

TITLE:	Victim and Witness Assistance
GENERAL ORDER:	11.05
EFFECTIVE:	October 1, 2016
RESCINDS:	All Previous
REVIEWED:	July 29, 2016, January 1, 2017
PAGES:	6

A. PURPOSE:

To establish guidelines for effective and compassionate assistance by the agency to crime victims, witnesses, and their families.

B. SCOPE:

This order applies to all Sheriff's Office members.

C. DISCUSSION:

The Florida Legislature enacted the Victim Rights Act of 1988 to provide specific rights to crime victims and witnesses. Victims and witnesses of crime should be informed of and receive the benefits and services made available by this law.

D. POLICY:

In an effort to comply with the laws of the State of Florida governing victims and witnesses of crime, it shall be the policy of the Suwannee County Sheriff's Office to inform all victims and witnesses of their rights as enumerated in Florida Statute. The victims and witnesses will be made aware of their rights by the use of a Victim/Witness Rights Brochure.

This program will provide comprehensive victim services to those who have been the victim of a crime or other serious misfortune. The goal of the program will be to minimize and/or alleviate the trauma of being a victim.

E. DEFINITIONS:

Victim: A person who suffers physical, financial, or emotional harm as the direct result of a specified crime committed upon his/her person or property. Also referred to as a "victim" is a victim's parents or guardian if the victim is a minor, the lawful representative of the victim or the victim's parent or guardian if the victim is a minor, and the next of kin of a homicide victim.

Witness: A person, as determined by law enforcement, who has information or evidence relevant to a specific crime.

Specific Services: The following services will be provided, as well as any additional services that might be needed:

1. Crisis Intervention for the victim and/or secondary victims.
2. Assessment of and advocating for emergency needs such as: food, clothing and shelter.
3. Serving as liaison for the victim and the Suwannee County Sheriff's Office with the courts, social service agencies, the FL Network of Victim/Witness Services, and the National Organization of Victim Assistance.
4. Assisting with Florida Crimes Compensation Claims.
5. Providing court-related victim services, such as accompanying the victim to court proceedings and/or explaining the trial process.
6. Presenting crime awareness/education programs on topics such as victim advocacy and domestic violence abuse to social service agencies, teachers, civic associations, law enforcement personnel and others. These presentations are made available to identify crime victims.
7. Conducting in-service training for Suwannee County Sheriff's Office personnel in victim related areas, crisis intervention, community resources, crime awareness, and the Florida Crimes Compensation law. This training is taught for these professionals to identify crime victims.

General Assistance: General assistance will be administered by the deputy on the scene. The deputy will determine if the Victim Coordinator is needed in the following manner:

1. The deputy makes contact with the victim and determines if there is a need for victim assistance.
2. If the deputy believes the victim requires IMMEDIATE assistance, the deputy will contact a supervisor and advise the supervisor of the situation. If the supervisor agrees with the need for the victim assistance and its immediacy, the deputy can contact the Victim Services Coordinator through the Communications Division during duty hours and through the on-call Investigator during off duty hours.
3. If immediate assistance is NOT needed, the deputy will make notation at the end of the Offense Report for the Victim Coordinator and provide the victim with a business card and the phone number of the Victim Coordinator.

Sexual Battery Cases: The Victim Coordinator, if available should be present at all sexual assault physical examinations. The case investigator should contact the Victim Coordinator through the directed procedure.

The victim has the right to request the presence of a victim advocate during the forensic medical examination. An advocate from a certified rape crisis center shall be permitted to attend any forensic medical examination.

Rights of Victims and Witnesses: The following guidelines and rights of victims of crimes are enumerated in the Victim's Rights Brochure:

- The right of the victim to receive information on local community services to include counseling, shelter, legal assistance, or other types of help, depending on the particular circumstances. Telephone numbers of these services will be provided to the victims and witnesses as applicable.
- The right of the victim to receive information regarding the availability of crimes compensation, when applicable for victims of crimes or their relative where the victim is deceased. Telephone numbers of these services are included in the Victims Rights Brochure.
- The right of the victim or witness to receive information regarding the victims role within the criminal justice or juvenile justice system to include what the victim may expect from the system and what the system may expect from the victim.
- The right of the victim or witness to receive information regarding the stages of the criminal and juvenile justice process which are significant to the victim or witness and the manner in which information about such stages may be obtained.
- The right of the victim, who is not incarcerated, including the next of kin of a homicide victim, to be informed, resent, and heard when relevant, at all crucial stages of a criminal or juvenile proceeding, to the extent that the right does not interfere with the constitutional rights of the accused.
- The right that victims and witnesses who are not incarcerated shall not be required to attend discovery depositions in any correctional facility.
- The right that a victim, or the next of kin of a victim may not be excluded from any portion of any hearing, trial or proceeding pertaining to the offense based solely on the fact that such person is subpoenaed to testify, unless, upon motion, the court determines such person's presence to be prejudicial.
- The right that incarcerated victims shall be informed of the crucial stages of the criminal and juvenile proceedings and be afforded the opportunity to submit written statements at all crucial stages of the proceedings.
- The right of a victim to a prompt and timely disposition of the case as long as it does not interfere with the constitutional rights of the accused.
- The right to be free from intimidation. It is against the law to cause a victim/witness to be placed in fear by force or threats, to make an assault on, or harm any victim/ witness. It is a felony to tamper with or threaten a witness. If you are being threatened or intimidated, please contact the Suwannee County Sheriff's Office or any law enforcement officer.
- The right that each victim who has been scheduled to attend a criminal or juvenile justice proceeding shall be notified as soon as possible by the agency or person scheduling his /her appearance of any change in scheduling which will affect his/her appearance.
- The right to receive advance notification of judicial proceedings relating to the arrest and/or release (to include community control and work release) of the accused as well as the proceedings in the prosecution.

- In addition to the provisions FS 921.143, the rights of the victim of a felony involving physical or emotional injury or trauma, or in a case in which the victim is a minor child or in a homicide, the guardian or family of the victim shall be consulted by the State Attorney in order to obtain the views of the victim or family about the disposition of any criminal or juvenile case brought about as a result of such crime, including the views of the victim or family about:
 - The release of the accused pending judicial proceedings.
 - Plea Agreements
 - Participation in pretrial diversion programs
 - Sentencing of the accused
- The right of the victim to a prompt return of property unless there is a compelling law enforcement need to retain it.
- The right of the victim to receive the assistance of the State Attorney and law enforcement in notifying the victims' employer and creditors in order to explain his/her circumstances.
- The right of the victim to request and receive restitution and the victim's rights of enforcement in the event an offender does not comply with the restitution order. The victim shall also have the right to be notified when restitution is ordered.
- The right of the victim to submit an oral or written impact statement pursuant to FS 921.143 and the right to receive assistance from the State Attorney in the preparation of such statement.
- The right of the victim to receive reasonable consideration and assistance from employees of the Suwannee County Sheriff's Office. When requested, the victim will be assisted in locating accessible transportation and parking, and shall direct those persons to separate pretrial waiting areas when such facilities are available. When so requested, this office shall also assist the Court in attempting to locate translators.
- The right of the victim, material witness, parents or legal guardians of a minor who is a victim or witness, or immediate relative of a homicide victim to be notified of the escape of a criminal defendant. The State Attorney and law enforcement shall make every effort to ensure prompt notification.
- The right of the victim to have a victim advocate present during discovery deposition.
- The right of the victim to review certain portions of a pre-sentence investigation report for adult and youthful offenders prior to the sentencing of the accused.
- The victim and the State Attorney's Office with the consent of the victim, have standing to assert any legal rights of a crime victim as provided by law or the Florida Constitution.
- The right of the victim of a sexual offense to have the courtroom cleared, with certain exceptions, during his/her testimony, regardless of the victim's age or mental capacity.
- The right of the victim of domestic violence to be informed of the address confidentiality program administered through the Attorney General's Office.
- The right of the victim to know in certain cases and at the earliest possible opportunity, if the person charged with an offense has tested positive for human immunodeficiency virus(HIV) infection. In such cases, upon request of the victim or the victim's legal guardian, or of the parent or legal guardian of the victim if the victim is a minor, the court shall order such a person to undergo HIV testing. In addition, in certain cases, if requested by the victim, the right of the victim to receive information on the results of the testing within two weeks of the court's receipt of such results.

- The right of the victim to request, for specific crimes, an exemption prohibiting the disclosure of information to the public which reveals the victim's home and work telephone numbers, home and work addresses, and personal assets not otherwise held confidential under the Public Records Law.
- The right to request, in certain circumstances that the offender be required to attend a different school than the victim or siblings.
- The statutory obligation to advise that victim or the next of kin of a homicide victim, that any information gained pursuant to FS Chapter 960, regarding any case handled in juvenile court, must not be revealed to any outside party, except as reasonably necessary in pursuit of legal remedies.
- The victim has the right to be notified by the appropriate agency of the arrest and release of the offender (including work release and community control).
- The right of the victim of a sexual offense to request the presence of a victim advocate during the forensic medical examination. An advocate from a certified rape crisis center shall be permitted to attend any forensic medical examination.
- No law enforcement officer, prosecuting attorney, or governmental official shall ask or require a victim of a sexual offense to submit to a polygraph examination or other truth-telling device as a condition of the investigation.

PROCEDURE

- Each officer shall be responsible for informing all victims of the availability of victim/witness services through the distribution of the Victim/Witness Rights Brochure.
- The officer shall provide victims and witnesses with information on steps available to law enforcement and the State Attorney to protect the victims or witness from intimidation. The information will be provided in the same manner as that relating to services of victims. The notification (contained in the Victim/Witness Rights Brochure) will include the advertisement that it is a felony to tamper with or threaten a witness, and that the Suwannee County Sheriff's Office should be promptly contacted if a possible violation has occurred.
- It shall be the responsibility of the arresting or investigating officer to advise the victim that an offender has been arrested. It is also the responsibility of the arresting or investigating officer to complete a victim notification form on certain crimes. The notification will travel with the offender's paperwork to the booking facility for prompt notification by the facility upon release of the accused. The notification shall be made to the victim by the booking facility within four hours of the release of the accused. If such notice is not possible, the victim will receive notice via the U.S. Mail. Law enforcement officers of the Suwannee County Sheriff's Office will provide assistance as requested by other responsible agencies in attempting to notify the victim of the offender's release from confinement.
- Property of crime victims shall be promptly returned unless there is a compelling law enforcement reason for not returning it. The evidence custodian shall promptly comply with court orders allowing photographs of the victim's property to be used as evidence at the trial and/or requiring the return of the victim's property. Members should consult with the State Attorney's Office before releasing any property.
- When so requested, the Suwannee County Sheriff's Office shall assist victims and witnesses of crime in notifying employers and creditors of court appearances and financial hardship.

- Suwannee County Sheriff's Office personnel are always ready to assist victims whenever possible. When so requested, employees will assist victims and witnesses in locating accessible parking and transportation, and will direct those persons to separate pretrial areas where available. When necessary, employees will attempt to locate translators in appropriate cases.
- In the event of an escape, the correctional facility shall notify the State Attorney's Office of the escape and the State Attorney shall make effort to notify the victim or the victim's next of kin as well as the Sheriff and/or Chief of the affected jurisdiction(s). Suwannee County Sheriff's Office shall render such assistance as requested by the State Attorney.

Training and Educational Programs: So that all victims may be treated fairly, victim assistance education and training shall be offered to all employees taking courses at law enforcement training facilities or on an in-service basis. In addition, all members, and other employees as necessary, will be provided with the latest information pertaining to victim's rights and services available to them through the regularly scheduled in-service dealing with human diversity and domestic violence awareness.

F. GLOSSARY:

S.A.V.E. EXAM: Sexual Assault Victim Examination, a physical exam conducted by medical experts who verify that a sexual battery has occurred. The exam is used to collect traces of a subject's semen or any other evidence that would support the criminal charge.

VICTIM ADVOCATE: A civilian member trained to provide assistance and support services to victims and witnesses of person's crime.

VICTIM: A person who suffers physical, financial, or emotional harm as the direct result of a specified crime committed upon his/her person or property. Also regarded as victims are a victim's parent or guardian if the victim is a minor, the lawful representative of the victim or the victim's parent or guardian if the victim is a minor, and the next of kin of a homicide victim.

WITNESS: A person, as determined by law enforcement, who has information or evidence relevant to a specific crime.

G. INDEXING:

Victim Advocate
Victim Assistance
Victim Protection
Witness Assistance
Witness Protection

APPROVED:

SAM ST. JOHN
SHERIFF, SUWANNEE COUNTY

**SUWANNEE COUNTY SHERIFF'S OFFICE
GENERAL ORDER**

TITLE:	Communications Administration and Operation
GENERAL ORDER:	11.06
EFFECTIVE:	October 1, 2016
RESCINDS:	All Previous
REVIEWED:	January 1, 2017
PAGES:	10

- A. **Purpose:**
To establish guidelines for the operation and administration of the Communications Division.
- B. **Scope:**
This order applies to all Sheriff's Office members.
- C. **Policy:**
The Communications Section will satisfy the immediate informational needs of the agency for normal daily activities and emergencies. The receipt, processing and dispatching of calls for service will conform to the guidelines of this order.
- D. **Discussion:** The Communications section of the Suwannee County Sheriff's Office is the avenue through which the public seeks immediate assistance from law enforcement, emergency medical services (EMS) and fire departments. It is vital to have established operational workings within the Communications Center to ensure a safe and helpful resolution to any call or emergency which may arise.
- E. **Procedure:**
1. **RESPONSIBILITIES:**
 - a. **All official communications** from the Communications Center will be on recorded line (radio and phone communications). Do not use personal cell phones to accomplish SCSO communications in the Communication's Center. If you are contacted by a SCSO employee regarding official communications, tell them you will call them back and make contact on the recorded line.
 - b. **Emergency Telephone Access:** The 24-hour, toll free, 911 emergency lines are operated and supervised by the Suwannee County Sheriff's Office. Trained communications members will receive and dispatch 911 calls.
 - c. **Communication Center Responsibilities:** Telephone, law enforcement radio, CAD, D.A.V.I.D. and teletype responsibilities.

1. **Teletype:** The teletype system provides access to Florida Crime Information Center (FCIC), National Crime Information Center (NCIC), Division of Motor Vehicles, and Criminal history files.
 - Teletype access is restricted to those members who are training or are certified as operators through the Florida Department of Law Enforcement.
 - The designated Terminal Agency Coordinator (TAC) will maintain current NCIC/FCIC user agreements, user manuals, and documentation outlining specific instructions regarding the entry and/or inquiry of information within the computer system.
 - These systems may be accessed for information about any criminal case proceeding or background check for employment with this agency. Any personal use of the FCIC/NCIC and/or its subsystem is a violation of 28 U.S.C.534 and Florida Statute 943. A user violation is punishable by an agency disciplinary action to include termination of employment, and possible criminal prosecution as provided for in the Florida Department of Law Enforcement Exchange of Criminal History Record Information User Agreement.
 - The Certified Communications Officer (CCO) will enter wanted or missing persons in FCIC/NCIC and query the entry to ensure receipt by FCIC/NCIC. This printout will be attached to the warrant of the wanted person or given to the reporting deputy of the missing persons report.
 - The CCO working the primary Law Enforcement Radio will read all messages and forward a copy to the appropriate divisions. A copy will be maintained in the Communications Center until the end of the month.
 - While reading the messages, the CCO working the primary Law Enforcement Radio will transmit any BOLO's from/for this Region to the deputies.
2. **Law Enforcement Communications:** The two-way radio communication system includes base units used by communication members, and fixed or portable units used by the Sheriff's Office members. Two-way radio communication assists in obtaining information, maintaining member safety, and providing for victim needs.
 - a. The agency maintains two-way radio contact with other law enforcement and governmental agencies to expedite the exchange of information.
 - b. Agency members may communicate with other (interacting) agencies through the use of universal groups designated for that purpose.
3. **Telephone Communications:** Most requests for law enforcement services are received by telephone. The CCO must obtain sufficient information from complainants to provide a proper response and to ensure the safety of responding members.
4. **CAD (Computer Aided Dispatch):** The CAD system will provide information to track calls for service and to analyze patrol manpower distribution.

5. D.A.V.I.D, FCIC, NCIC, DOH and other required Certifications:**a. Operator/User Responsibility:**

1. It is the responsibility of the systems operator/user to coordinate with the training coordinator in order to obtain necessary certifications prior to commencement of use.
2. It is the responsibility of the system operator/user to ensure that there is no lapse in job related certifications of any type.
3. It is the responsibility of the system operator to provide current copies of required certifications to human resources.
4. A violation of these requirements and/or a non-certified person's use of restricted systems will result in a level of disciplinary action taken up to and including dismissal.
 - a. Telecommunication Operators are prohibited from running D.A.V.I.D. inquiries for other agencies unless prior authorization had been granted by the on-duty Shift Commander, Telecommunications Center Supervisor, or EOC Director.
 - b. In the event that authorization has been granted, the log must be completed indicating the requesting officer's name and ID number in addition to the authorizing supervisor's name and ID number.
 - c. Additionally, a CAD number shall exist for all communications uses of D.A.V.I.D.

2. FEDERAL COMMUNICATIONS COMMISSION (FCC):

- a. Radio Standards: Agency radio operations will be conducted in accordance with Federal Communications Commission (FCC) procedures and requirements.
 1. An FCC manual will be available to ensure compliance with federal procedures and requirements. The E911 and the automated services division of the SCSO will maintain compliance.
 2. FCC licensing requirements will be strictly adhered to in the transmission of communications on Sheriff's Office radio equipment.
- b. User Responsibility: The Sheriff individually authorizes each user, in accordance with Florida Statute 843.165. Use of profane or indecent language on the radio is a violation of FCC standards. The Sheriff reserves the right to suspend the operating privilege of any member violating these standards.

3. SECURITY:

- a. Facility Security: The doors of the Sheriff's Office Communications Center will be kept locked with access limited to only assigned personnel and those members conducting official business. Non-member visitors will be allowed only with the permission of the Communications Supervisor. Note: loitering, visiting, horseplay and like activities are prohibited in the communications center.
- b. Equipment Security: Equipment security is maintained by the automated services of the SCSO.
 - 1. **Power Supply and Antenna Tower Protection**: Security measures have been implemented to protect the equipment.
 - a. The backup resource to the Communications Center is an automatic, uninterrupted power supply. When a loss of power is detected, the radios and computers are powered by a battery system until the generator can begin supplying power. Once regular power has been restored, the generator automatically shuts down. This system shall be inspected at least monthly. The generator self-tests on a weekly basis.
 - b. Dispatch channels antenna and repeaters are located off site. The site is fenced and locked, and is on emergency generator supply.

4. RECORDINGS:

- a. Recording Playback: The dispatch center has the ability to immediately playback, radio emergency and non-emergency telephone conversations with instant callback recorders. There is also recording equipment located in the E911 equipment room. Radio and telephone recordings are necessary for criminal and internal investigations. The 911 Coordinator has access to playback, radio emergency and non-emergency telephone conversations with instant callback recorders.
- b. Reviewing Procedures: The Communications Supervisors are the only persons that can access the recording equipment. The Communications Supervisor may playback any recording for Law Enforcement Officials, for the sole purpose of Criminal and Internal Investigations. Public non-redacted copies of any recordings may only be made at the request of a Subpoena in accordance with Florida Statutes to be supplied by the Communications Supervisor.

- c. Outgoing phone calls: A Communications Officer will be required to make numerous outgoing calls throughout a normal business day. When making outgoing calls the Dispatcher will adhere to the following:
1. Identify Yourself
 2. The agency you are calling for
 3. Notify the person that you are calling that the line is recorded (Routine calls to SCSO personnel and other emergency services shall be exempted from this requirement. However, the exception would be if the person called is a victim, witness or participant in an incident requiring LEO intervention).
 4. If leaving a message, the reason you are calling.
 5. The name of the deputy you are calling for.
 - a. If a caller request not to speak on a recorded line an address or telephone number will be obtained and a Deputy shall make contact with the caller on a non-recorded line or respond to the address if needed.

5. RESOURCE INFORMATION:

- a. The CCO will have access to agency resources and other emergency and non-emergency services available in the community as follows:
 1. Internal: The Communications personnel will have immediate access to the following resources:
 - a. Duty rosters of all personnel on duty indicating ranking officers
 - b. Home telephone number of every agency member
 - c. Cellular phone numbers for members assigned this equipment
 - d. An on-call list
 - e. Offense Reports: The CCO will NOT view any offense report
 2. External Services: A list will be available that provides contact information for emergency and non-emergency service providers that may be needed. This list will include the following:
 - a. Fire Suppression Equipment- Communications has specific, delineated, procedures for obtaining the various stations within the county.
 - b. Rescue/Ambulances – will be “Toned” and dispatched on their own dedicated channel 24/7.
 - c. Language Line Services – can be procured through communications to provide services for non-English speaking persons. Deputies requiring this service shall contact a communications officer who will follow procedures outlined in the quick reference guide.
 - d. Partners in Communications – can be procured through communications to provide services for deaf or hard of hearing persons.

3. Non-emergency Services:
Wreckers will be obtained through the rotation list or by owner request.
4. Maps: Communications personnel have immediate access to visual depictions of the agency's current service area. Large-scale maps divided into zones, will be on the walls of the communications center for easy reference. A computer generated map system is also available for communications personnel to access.
5. Member Activity: Calls received, dispatched, and officer activity/status is recorded by the CCO on the CAD screen, and/or radio recordings. A CAD call will be created for all calls requiring response by SCSO, LOPD, SCFR, LOFD & volunteer firefighters. Information to be recorded at the time of request for service includes:
 - a. Date and time of request
 - b. Name and address of the complainant, if possible
 - c. Type of incident
 - d. Location of incident
 - e. Pertinent information to maintain the safety of responding units
 - f. Time of dispatch
 - g. Time of deputy's arrival
 - h. Time of deputy's return to service
 - i. Disposition or status of reported incident and any changes in status
 - j. Case number
 - k. The following information is also recorded:
 1. Where a deputy has checked out; and
 2. Which units are available for dispatching
 3. A deputy's status

6. The CCO will verify a shift deputy's status after a period of time has elapsed without contact.
 - a. Status Checks for In-between calls or other activity for night shift will be hourly.
 - b. Deputies on calls for service that have a high probability for injury will be checked upon more frequently. Calls for service that have a low probability for injury will be checked upon less frequently. Deputies must remain diligent and inform the communications section of their activity. At a minimum, during high liability calls, communications must check on a Deputy's status within the first 3 minutes of the call or vehicle stop and every 5 minutes thereafter. All checks verifying a deputy's status will be logged. First and foremost, the shift commander is responsible for the assignment of more than one member in any incident. Criteria use for assignment or responding of more than one member shall include but not be limited to incidents of, domestic violence, forcible felonies, and robberies in progress.
7. CAD Numbers: Each dispatched call for service, or self-initiated tasks, will be assigned a sequential CAD number when the event information is entered into the computer system.
8. Safety: The event/dispatch entry will include information for dispatch to deputies to ensure their safety and the safety of persons at the scene of the incident.
9. Deputy Status: The CCO will maintain the status of members who are on scene in the CAD, and update the notes of the call for service the deputy is assigned to.
10. Secondary Responders/Case Numbers: An event entry is made for secondary responders, but it is given the same incident number as the primary event.
11. BOLO Information: Teletype operators will disseminate missing persons, wanted persons, stolen vehicle, and other information to law enforcement agencies via the FCIC and NCIC systems. Stolen vehicle information is distributed to members dispatching over the radio. Be-On-The-Lookout (BOLO) information will be transmitted over the radio.
BOLO's for CID, Jail, Patrol and Warrants/Civil Division will be copied and placed in the appropriate mailbox located in the communications center.

12. Misdirected Emergency Calls: Occasionally, emergency calls are misdirected in this agency. Telecommunication operators have the capability of directly transferring the call to the correct agency/department. If the caller is able to stay on the line, the operator shall take all available information and relay that information to the appropriate agency/department. This transfer capability is available through the administrative lines. This procedure also applies to 911 cellular calls.

6. RESPONSE TO COMMERCIAL/PRIVATE ALARMS, EMS, OR THE FIRE DEPARTMENT:

- a. Alarm Response: Commercial and private security alarms are monitored by civilians and calls are relayed to the Sheriff's Office for a deputy to respond. The Sheriff's Office does not monitor private security alarms. Once an alarm call is received, the communications center will:
 1. Initiate a CAD incident of available information.
 2. Determine which service is needed and dispatch the alarm to a Deputy, EMS, or the Fire Department requesting response to the effected zone.
 3. Obtain any additional information from the caller and dispatch to the responding units.
 4. Obtain the name of the owner or their representative who will be responding to the alarm
 5. Obtain and dispatch all relevant information about the person(s) responding to the alarm to include physical and clothing description, vehicle description, and the estimated time of arrival.
- b. Radio Contact: The CCO working the primary law enforcement radio will maintain radio contact with the responding deputy and assist as requested. At the request of the deputy, the CCO will provide emergency broadcast radio traffic.

7. EMERGENCY NOTIFICATIONS: Death, serious injury, or serious illness, emergency notifications will be made by deputies. The call taker will obtain the requestor's name and contact information, and the name, telephone number, and address of the person to be contacted.

8. DISPATCH CODES:

- a. Code Assignment: Calls for service dispatched to deputies will be coded as designated in the agency "Ten Codes and Dispatch Signals"
- b. Radio Identification Number: Every member will be assigned a unique radio identification number
- c. Radio Code Exception: Members will use clear speech in lieu of dispatch codes when talking with other agencies to prevent misunderstandings.

9. USE OF TACTICAL RADIO GROUPS:

- a. Tactical Dispatching Plans: The Primary Communications channel will be designated as a tactical channel during critical events and whenever a coordinated team response is required to bring about a successful conclusion to a situation. The decision to utilize the primary channel as a communication tactical channel will be made by the incident supervisor or shift supervisor. Upon making the decision to utilize the primary channel as a "communication tactical channel," the incident supervisor shall advise the CCO to advise all units of 10-33 traffic (emergency traffic) and advise when the use of the channel is no longer required.
 1. During periods of 10-33 traffic, non-affected members needing to communicate with the Communications Center shall call by cellular phone.
 - a. All members who are initially checking on or after brief periods of being out-of-service shall monitor the radio to ensure that 10-33 traffic has not been initiated before using the primary channel. Members who violate this rule will be subject to disciplinary action.
10. This agency has the capability to communicate with other agencies in the State of Florida, through Florida's Interoperable Network System (F.I.N.). This agency has one primary channel. The talk around channel is for the agency's use only from member to member bypassing the repeater.
11. All leave shall be scheduled through the supervisor.
12. If a communications officer leaves the communications center without the approval of the communications supervisor for more than fifteen (15) minutes at any time, he/she will have abandoned their post. The communications officer will be subject to disciplinary action.
13. If any attempts to turn in found or seized property or evidence to the communications center occur, communications officers shall not accept the item and the reporting person must be referred to a Road Patrol Deputy Sheriff for proper processing.
14. **DOMESTIC VIOLENCE ON-CALL PROCEDURES**: The purpose of this policy is to provide an office process for on-call procedures relative to assistance of petitioners seeking injunctions for protection against domestic violence outside the course of normal business hours.
 - a. If the need arises, after normal business hours, Suwannee County Communications Officers shall contact the Deputy Clerk and request response to the Sheriff's Office to meet with the petitioner.
 - b. The Deputy Clerk will assist the petitioner in the preparation of all documents and take them to the on-call Judge.
 - c. All after hour calls to the Deputy Clerk shall be assigned a CAD number for tracking purposes.

F. GLOSSARY:

Clear Speech: Radio communication using only the English language.

CCO: Certified Communications Officer

G. INDEXING:

Alarms, Communications Response

Communications Administration and Operations

Emergency Notification

FCIC, Florida Crime Information Center

Federal Communications Commission (FCC)

Found Property or Evidence

Language Line Services

NCIC, National Crime Information Center

Partners in Communication

Radio/Telephone Recording

Status Checks

Tactical Dispatch Plans

APPROVED:

**SAM ST. JOHN
SHERIFF, SUWANNEE COUNTY**